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14-00000

MEMORANDUM FOR: Chairman, GS-13 Evaluation Board

SUBJECT

: Recommendation for Promotion to GS-14 Charlotte Bustos-Videla

l. It is recommended that Charlotte Bustos-Videla be promoted from GS-13 to GS-14.

- 2. The performance of this officer has been characterized for many years by all of her supervisors as consistently strong to outstanding. She has been able to establish herself as indispensable in each Headquarters Branch or Field Station assignment, usually functioning as the backbone of the unit to which assigned. Since return to Headquarters in September 1972 from her field assignment in Mexico, her performance has been entirely congruent with the thrust of the Field Station's enthusiasm over her ability, performance, attitude and growth potential. She is currently chief of the Cuban and CA Section of her branch, and has established once again her mastery over her assigned duties. She is the kind of sound, dependable, yet imaginative officer greatly appreciated by her supervisors. In short, she is a true professional who performs beyond her grade level.
- 3. In regard to her potential, she has served in the Agency since 1951, starting as a secretary/stenographer, and advancing brilliantly with each new challenge offered. She achieved professional status in 1953 and has spent the bulk of her time since then specializing in Latin American affairs, demonstrating total flexibility in assignments, a voracious appetite for work and a penchant for exceptionally precise and thorough production. A review of her career to date can lead to the conclusion that she has always risen successfully to each new professional challenge, and is still far from reaching her maximum capacities. While she has had little supervisory experience in the field, her supervisor was of the opinion that she is a "natural leader". This has been borne out in her performance in her current capacity as a Branch Section Chief, in which she has demonstrated exemplary supervisory ability. Notwithstanding her drive, aggressiveness and professional aplomb, she is a popular co-worker, is receptive to guidance and sensitive and responsive to the needs of her subordinates.

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- 4. This employee has utilized her fluency in the Spanish language to maximum advantage in her work. Formal testing recently confirmed her high proficiency in that language. Coupled with a comprehensive training record and her invaluable experiences over a twenty year period, she has become particularly effective in Latin American operations and operational support, demonstrating excellence in each of several recognized specializations, including CI operations, functional support, reports and requirements, area support and varied covert action activities.
- 5. The officer's adaptability, high intelligence and mastery over her trade was of inestimable value to Mexico City Station, and over a five year period from 1967 to 1972, she functioned as the Station's internal troubleshooter. Her duties included the maintenance of

target analysis, reports writing, operational support, handling of agents, and special assignments as the Chief of Station's Executive Assistant.

- 6. The employee is occasionally called upon by the Office of Training to administer specialized training, and she was chosen recently to attend the Mid-Career Course ending in December 1972. Meanwhile, her absence from her new job is felt sorely by the Branch. It is expected that her current assignment will last about two years.
- 7. In summary, we have here an exceptional officer who has been performing at the level of a GS-14 for some years; it is now time to promote her to that grade commensurate with her performance and which she so justly deserves.

Theodore G. Shackley

Chief

Western HemisphereDivision

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MEMORANDUM FOR: Chairman, QSI - Honor and Merit Awards Panel

SUBJECT -

14-00000

Request for Quality Step Increase (HR 20-37)

Mrs. Charlotte Bustos-Videla

- 1. On the basis of the information presented below, it is recommended that a Quality Step Increase be approved for Charlotte Bustos-Videla.
- 2. As noted in the attached fitness report, Subject's performance of her duties has been uniformly outstanding. In addition to her responsibilities in the Cuban section of the Mexico City Station, she has recently been made the executive assistant to the Chief of Station at Mexico City. In this job, she screens all incoming material for matters of interest to the Chief and Deputy Chief of Station. She also continues performing her past functions in the Cuban section for the Station.
- 3. Subject's present high quality of performance is typical of her performance since she entered the Agency in 1951. It is fully expected that this level of performance will be maintained.
- 4. Although the present Chief of Station was not the reviewing official on the attached fitness report, he has commented that he considered Subject an outstanding officer and has recommended that she be considered for a Quality Step Increase,

illiam V. Broe

Chief

Western Homisphere Division

EYES ONLY SECRET

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MEMORANDUM FOR: Secretary, CSCS Panel (Section A)

SUBJECT:

Recommendation for Promotion to Grade G6-13

Charlotte Z. Bustos-Videla

1. The promotion of Charlotte Z. Bustos-Videla from GS-12 to GS-13 is hereby recommended.

- 2. This exceptional officer has now been performing at a senior level for several years and, while recognition through a quality Step Increase was granted her last year, her sustained performance clearly exceeding the requirements of a GS-13 qualifies her for a promotion at this time. Subject is one of the outstanding women who have demonstrated their capacity for even further advancement within the Agency and will probably continue to advance in the future. The present recommendation is based on already demonstrated ability to operate at a senior level.
- 3. Shipert is 36 years old and has been in grade as a GS-12 for the past five and one-half years.

Descond FitzGerald

Chief, Western Hemisphere Division

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MEMORAHDUM FOR: Charlotte Bustos-Videla

THROUGH : Chief, WH Division

SUBJECT : Quality Step Increase

- 1. I was pleased to learn that you have been granted a Cuality Step Increase. Such recognition is proof of the high esteem in which you are held by your supervisors in the Clandestine Service.
- 2. Please accept my personal best wishes. I am confident that your future performance will be of a continuing high quality.

Thomas H. Karamossices Deputy Director for Plans

SECRETAL MARKET HE

1 2 DEC 1969

MEMORANDUM FOR: Head, Clandestine Service
Career Service

SUBJECT

: Notification of Approval of Quality Step Increase -Charlotte Bustos-Videla

- 1. I am pleased to send to you the attached official notification of the approval of a second Quality Step Increase to be awarded to this employee. The previous Quality Step Increase was effective March 1964.
- 2. May I again ask that you arrange an appropriate ceremony for the presentation of this Quality Step Increase which is in recognition of her continuing excellent performance.

Robert S. Watties
Director of Personnel

Enforce of Garages

SUBJECT: Request for Quality Step Increase (HR 20-37)
Mrs. Charlotte Bustos-Videla

APPROVAL RECOMMENDED:	
Chairman, DDP/QSI Panel APPROVED:	90ab9 Date
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1 SEP 1366

MEMORANDUM FOR: CSPS/

SUBJECT

Recommendation for Promotion of Charlotte Bustos-Videla

1. The promotion recommendation to GS-13 of Mrs. Charlotte Bustos-Videla is hereby submitted. Mrs. Bustos-Videla entered the Agency in August 1951 as a GS-5 and rapidly and deservedly rose to a GS-12 by 1959. She has now been almost seven years in grade and has been recommended for promotion to the CSPS/B by WH Division five times previously.

- 2. This outstanding officer has continued to perform at the exceptional level which has by now become her standard of performance. Her past four annual Fitness Reports have each given her an overall rating of outstanding. In this connection it is noteworthy that no two Fitness Reports were written by the same rating officer. She continues to occupy a GS-12 efficer slot and her performance clearly continues to exceed the requirements for that position. She is considered to be one of the outstanding women who have demonstrated their capacity for further advancement within the Agency.
- 3. Mrs. Bustos-Videla not only continues to bring continuity to the Mexican Branch through her long experience on Mexican affairs, but consistently contributes to the smooth functioning of the Branch through her highly efficient organizational capabilities. She has been called upon to handle all manner of difficult desk problems. She invariably responds quickly, cheerfully, and effectively. She has been instrumental in on-the-job training of a number of officers, both for desk assignments and in preparation for field assignments. She has excellent rapport with innumerable persons in other areas and staffs, thus adding to the efficiency and speed with which she accomplishes her daily tasks. Her promotion at this time is arged.

Approved by CS Court
Con as Faul
189655 and

William V. Broe Chief, Western Hemisphere Division

SECRET
(When Filled In)

11 August 1966

MEMORANDUM FOR: Charlott Z. Bustos-Videla

THROUGH

: Head of C3 Career Service

SUBJECT

Notification of Non-eligibility for Designation as a Participant in the CIA Retirement and Disability System

- 1. As you may know, we are in the process of reviewing the employment history and current career field of all employees in the Agency to identify those who are eligible for designation as a participant in the new CIA Retirement and Disability System. In this process, the initial review of each case is made by the individual's Career Service. If the Head of his Career Service nominates him for participation in the System, this nomination is reviewed by the CIA Retirement Board which recommends final action to me. However, if the Head of the Career Service advises that the employee does not meet the basic requirements of HR 20-50 for participation, I have accepted this finding without further review by the CIA Retirement Board. This practice has been adopted in the interest of expediting this screening process so that those employees who are eligible to participate in the System may be designated participants as soon as possible.
- 2. In your case, the Head of your Career Service has advised me that you do not meet the requirements of HR 20-50 for designation as a participant and I have accordingly made the formal determination required by the regulation that you are not eligible for designation. From a review of your record it appears that the decision of your Career Service was based upon the fact that you do not have sufficient time prior to completing 15 years of service with the Agency in which you could complete a minimum of 60 months of qualifying service as required by regulation. My determination that you are not eligible at this time for designation in no may affects your current status under the Civil Service Retirement System, nor does it preclude reconsideration of your eligibility to participate in the CIA System it you should meet the requirements for designation in the future.
- 3. Should you desire further information concerning the requirements for designation as a participant in the GIA Retirement System, I suggest that you read paragraph e of HR 20-50 and paragraph 5 of the Employee Bulletin dated 30 July 1965, entitled "Public Law 88-643, The Central Intelligence Agency Retirement Act of 1964 for Certain Employees."
- 4. It is always possible that the records upon which the determination made in your case may have been incomplete or inaccurate regarding your actual employment history with the Agency. If, after studying the materials cited above, you have questions regarding the determination that you are not eligible to participate in the CIA Retirement System, please feel free to contact officials of your Career Service. They are iamiliar with the details of your case and will gladly discuss them with you. In addition, you may wish to discuss your case with the CIA Retirement Staff located in Room 205, Magazine Building (extension 2847). If such discussions do not resolve any questions you have regarding your eligibility, you may request that your case be formally considered by the CIA Retirement Board. However, this request must be made within 30 days of the date of this memorandum.

Et it D. Echols Director of Personnel

Entransity of the series



1 MAR 1966

MEMORANDUM FOR: - Secretary, CS/CS Panel (Section A)

SUBJECT

Recommendation for Promotion to

Grade GS-13, Charlotte Z. Bustos-Videla

1. The promotion request from GS-12 to GS-13 on Mrs. Bugos-Videla is hereby submitted.

- 2. This outstanding officer has continued to perform at the exceptional level which has by now become for her a standard of performance. She now formally occupies a senior (GS-13) FI Officer slot in the Mexican Branch and her performance clearly continues to exceed the requirement for that position. She is still considered to be one of the outstanding women who have demonstrated their capacity for further advancement within the Agency, independently, of the experience on Mexican affairs acquired through continuity in her present assignment.
- 3. The comments made in connection with the four previous promotion recommendations continue to be entirely applicable.
- 4. Subject is 37 years old and has been in grade as a GS-12 for the past six years.

William V. Broe Chief, Western Hemisphere Division Excluded them serves a

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a CER 1965

MEMORANDUM FOR: Secretary, CS/CS Panel (Section A)

SUBJECT: Recommendation for Promotion to Grade GS-13, Charlotte Z. Bustos-Videla

1. The promotion request from GS-12 to GS-13 on Mrs. Bustos-Videla is hereby resubmitted.

- 2. This outstanding officer has continued to perform at the exceptional level which has by now become for her a standard of performance. She now formally occupies a senior (GS-13) FI Officer slot in the Mexican Branch and her performance clearly continues to exceed the requirement for that position. She is still considered to be one of the outstanding women who have demonstrated their capacity for further advancement within the Agency, independently of the expertise on Mexican affairs acquired through continuity in her present assignment.
- 3. The comments made in connection with the three previous promotion recommendations continue to be entirely applicable.
- 4. Subject is 36 years old and has been in grade as a GS-12 for the past six years.

William V. Broe Chief, Western Hemisphere Division

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4 SEP 1964

MEMORANDUM FOR: Secretary, CSCS (Panel A)

SUBJECT Recommendation for Promotion to GS-13 Mrs. Charlotte Bustos-Videla.

1. The promotion to GS-13 of Mrs. Charlotte Bustos-Videla is recommended. Mrs. Bustos-Videla entered the Agency in August 1951 as a GS-5 and rapidly and deservedly rose to a GS-12 grado by 1959.

- 2. This recommendation is based on Mrs. Bustos-Videla's performance during the past three years as the senior assistant to the various chiefs of the Mexican desk/branch, who unanimously have found her to be extremely competent and reliable both in her routine assignments and special tasks occasionally levied on her, such as country studies, compilation of programs, requirement reviews, etc.
- 3. Mrs. Bustos-Videla has consistently responded with intelligence and clarity and has materially contributed to orderly imaginative administration of Headquarters support to a most active station. In the process, she has been instrumental in training on-the-job innumerable officers both for desk assignments and in preparation for field assignments.
- 4. For her outstanding performance sho received a quality step increase in April 1964. This deserved recognition should now be followed up at this time by a promotion to the next grade in accordance with the consistently good performance at the GS-13 level over a prolonged period of time.

Desmond FitzGerald Chief Western Hemisphero Division

14 APR-1964

MEMORANDUM FOR: Head, Clandestine Services Career Service

SUBJECT

: Notification of Approval of Quality Step Increase - Mrs. Charlotte Bustos-Videla

1. I am pleased to send to you the attached official notification of the approval of the Quality Step Increase which you recommended for this employee.

- 2. The salary increase accomplished by the award of a Quality. Step Increase is important and tangible evidence of the esteem in which the employee so recognized is held. However, I believe the commendatory and incentive benefits of this award will be partially lost unless it is presented in an appropriate ceremony which will afford the individual recognition among co-workers and supervisory officials. Also, I believe such recognition serves to inspire other employees to aspire to extrain such recognition.
- 3. May I ask, therefore, that you arrange to have this Quality Step Increase presented at an appropriate ceremony.

Emmett D. Echo

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CONFIDENCE FIAL

20 Narch 1964

PEMERADUM FOR: DDP/OP

THEOUGH : Chief, Clandestine Services Personnel Office

ITEMSA I

: Charlotte 2. Bunton-Videls -- Fequest for Quality Step Increase

- 1. It is recommended that a Quality Step Dicrease for Mrx. Charlotte 2. Bustos-Videla be endorsed by you for the reasons presented in the attached memorandum prepared by the Chief, Western Hemisphere Division.
- 2. A review of Mrs. Bustos-Videla's Official Personnel File was a constant representation that it and the state of the sta
- 3. Testimony to the high regard which cilicials of Wi Division warm this officer's work is furnished by noting that the Bustos-Videla is the first female officers to be proposed for a QCI by Wi and one of a total of but three officers nominated by that Division for the sward times the QCI provision of the Federal Salary Select Act of 1962 became effective in CIA approximately diffeen months ago.

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6 March 1964

MEMORANDUM FOR: Deputy Director of Plans

ATTENTION : DDP/OP

SUBJECT : Request for Quality Step Increase for

Charlotte Bustos-Videla

 On the basis of the information presented below, it is recommended that a quality step increase be approved for Charlotte Bustos-Videla.

- 2. As stated in the accompanying Fitness Report, Subject's performance of her duties has been uniformly outstanding. In addition to her responsibilities as the desk officer for Mexico VI and Operational Support Projects, she carries a heavy burden in the areas of administration, preparation of special reports and training of personnel. She frequently represents the Mexico Section in dealings with other elements of the Agency and acts for the Chief of Section in his absence. Subject's performance clearly exceeds the normal requirements of the assignment and of her present GS grade level.
- 3. Subject's present high quality of performance typifies her performance over a period of several years and it is fully expected that this level will be maintained.
- 4. Consideration was given to the granting of a Merit Award but the quality step increase seems more appropriate in this case. Subject has been passed over for promotion in the past and due to limitations as to

area of assignment, it is unlikely that a promotion to grade GS-13 can be obtained. The salary increase is therefore thought to be the most fitting reward for her outstanding service.

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15 March 1963

MINURANDUM FOR: Secretary, CS/CS Panel (Section A)

SUBJECT:

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Recommendation for Promotion to Grade GS-13

Mrs. Charlotte Bustos-Videla

- 1. Mrs. Charlotte Bustos-Yidela entered on duty with MH Division in August of 1951. She has served on a variety of desks covering South American as well as Mexican and Central American affairs. In each of her assignments she has demonstrated exceptional competence and devotion to duty.
- 2. Since December 1957 Mrs. Dustos has been assigned to the Mexican Desk and at present is Acting Chief. She is the scal and motor of that desk, managing many of its operations and supervising its staff, many of whom she has trained. She is past mistress of administrative precidence and the case with which she obtains electroness, metalais a time and secures necessary approvals which headling the most complicated operational aspects of prejecth is phenomenal. Her work output is enormous and yet everything is done simply and modestly with a minimum of excess motion. She is an outstanding employee and should be deserving of recognition.
- 3. It is recommended that Mrs. Bustes be promoted to grade CS-13.

J. C. XING Chior, Western Wesischere Division

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21 Tay 1961

MEMORALTUM FOR: WH/Personnel

SURJECT: Change of Name

It is requested that all records in the Agency, including the section which issues payroll checks, to changed to-reflect my married name: Charlotte Z. Bustos-Videla.

This change is effective immediately.

Charlette & Buston-Releta the riotte & . Mat 5-71 dela 55/3/Mexico

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16 July 1959

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MEMORANDUM FOR: Socretary, CS/CS Panel (Section B)

SUBJECT:

Recommendation for Promotion -Miss Charlotte L. Zehrung

1. Miss Charlotte L. Eshrung entered on duty with CIA on 27 August 1951. She was assigned to the Mexican Section of WH Division, Branch III, in June 1957. During the past two years she has been the responsible Case Officer for several FI and CE Projects.

2. Miss Zehrung is a loyal and dedicated employee. She has displayed considerable initiative and has been able to carry out her duties with a minimum amount of support. She readily accepts responsibility and is a highly efficient worker who thinks clearly and logically. Her knowledge of Headquarters and Field procedures in addition to her ability to organize her work greatly facilitates the smooth functioning of the Mexican Desk. She has deconstrated a superior comprehension of the numerous and varied projects of the Station which has contrabated to the overcall Headquarters support of the stations performance. Because of her sound understanding of operations and her outstanding capacity for work, Miss Zehrung has an excellent potential for assuming greater responsibilities.

3. In recognition of her outstanding performance it is recommended that Miss Zehrung be promoted to grade GS-12.

de c. King

Western Hemisphere Division

17 march 1973

MEMORANDUM FOR: Charlotte Zehrung

VIA : Chief, WH/3/Nexico

1. You have been selected by your division, and authorized by the Clandestine Services Records Committee, to act as Records Officer for your component. Your appointment is based on your professional qualifications to carry out an assignment requiring experience, judgment, and a knowledge of the Clandestine Services objectives for your component.

- 2. You are to act on behalf of your Division or Staff element in authorizing the destruction of material of no value to the Ciandestine Services in accordance with criteria established for this purpose. You are empowered to authorize the destruction of documents and Index cards recommended for destruction by other members of your branch, and to desensitize KAPOK and RYBAT material which is no longer sensitive or which has been restricted in error. Your signature will be recognized by RI as that of an officially appointed Records Officer.
- 3. A sories of meetings will be held in Room thu?, I Building to brief you and your colleagues on the details of your duties as Records Officer. You have been scheduled to attend the meeting to be held on Wednerday, 2 April 1958, 1300 1645 hours: if it is not possible for you to attend on the date designated, please call Extension 8325 to arrange for an alternate date.

 Please review the attached materials prior to this meeting.

DDP Records Policy Officer

Attachment

As stated

cc: Personnel Jacket of Addressee

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Charlotte BUSTONS-VIDELA

LEFT HAND SIDE

(numbered top to bottom)

- 1. Admin and finance documents March 1974 Jan 1978
- 2. Admin and finance documents May 1951 April 1956
- 3. Bio profile (sanitized form in file)

·Charlotte BUSTOS-VIDELA

RIGHT HAND SIDE FILE

(numbered top to bottom)

- 1. Personnel/cover after 1973
- 2. "Actions" Personnel actions after 1973
- 3. "Actions" Personnel Actions Before 1957
- 4. "Fitness Reports" May 1973 Nov 1977
- 5. "Fitness Reports" prior to 1957
- 6. "Other" admin material after 1973
- 7. "Other"-admin material-prior to 1957
- 8. "Medical" all medical material related to clearances
- 9. "PHS-SEC" document related to cover legend

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NOTIFICATION OF ESTABLISHMENT OF MILITARY COVER BACKSTOP	7 August 1962
TO: X CHIEF, RECORDS AND SERVICES DIVISION	(NEE: ZEHRUNG)
CHIEF, OPERATING COMPONENT, WH	BUSTOSVIDELA, Charlotte Z.
ATTN: WH/SS	3190 ID CARD NO.
REF: Verbal Request for Cover, Form 1322 Dated 31 Jul 62 MILITARY COVER BACKSTOP ESTABLISHED	
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THIS EMPLOYER HAS BEEN IDENTIFIED AS A C.I.A. EMPLOYER FOR PURPOSES OF WITHOLDING STATE AND FEDERAL TAXES

DATE DESIGNATED

JANUARY 03 .1961

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EFFECTIVE DATE OF PAY ACJUSTMENT: 07 JANUARY 1973

7 JAN 1975 TO 1 OCT 19.2 UNDER EXECUTIVE ORDER AMEL 1777, DATED IN APP 1000 OCH ALL URGN. FUNCS GR-SIEP

NEW

BUSTOSVICELA C Z

007667 51 300 V GS 13 7

\$23,642

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PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 92-210 AND FRECUTIVE ORDER 11637 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 DCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENTS 9 JANUARY 1972

NAME

SERIAL OPGH. FUNDS GRASTEP

NEW SALARY

BUSTOSVIDELA C Z

007667 51 620 CF G5 13 7

\$22,487

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"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-656 AND EXECUTIVE ORDER 11376 PURSUANT TO AUTHORITY OF UCL AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 UCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENTS 10 JANUARY 1971

 NAME
 SERIAL DPGN. FUNDS GR#STEP
 NEW SALARY

 BUSTDSVIDELA C Z
 D07667 51 620 CF G5 13 6
 \$20,721

PAY ADJUSTMENT IS ACCORDANCE WITH SALARY SCHEDULES OF PL 91-231 AND EXECUTIVE ORDER 11526 PURSUANT TO AUTHORITY OF OCI AS PROVIDED IN THE CIA ACT OF 1949, AS ARENSED, AND A OCI DIRECTIVE DATED B OCTOBER 1962" EFFECTIVE DATE OF PAY ADJUSTMENT; 28 DECEMBER 1969

NAME
SERIAL ORGM, FUNDS GRASTEP
SALARY
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\$19,555

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"PAY ADJUSTMENT IN ACCURDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5. U.S.C. AND EXECUTIVE URDER 11739 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENGED. AND DCI DIRECTIVE DATED OF UCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 OCTUBER 1973

NAME

SERIAL ORGN. FUNDS GR-STEP

NEH. SALARY

\$24,811

BUSTOSVIDELA C Z

GS 13 7 007667 51 100 V

077667 BUSTOSVIDELA C Z 51 630 CF NEW SALARY RATE TYPE ACTION PS: 151 401 Grada \$17,920 10/19/69 GS 13 5 03 13 \$10,447 12/14/69 QUALITY STEP INCHMACE /s/ R S HATTLES \$ 50 \$ 2 2 50 50 512 DECEMBER 1569 PAY CHANGE NOTIFICATION 141 360 Mts 141 Designational

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"PA" ADJUSTMENT IN ACCORDANCE WITH SECTION 212 DF PL 90-206 AND EXECUTIVE DPDER 11474 PURSUANT TO AUTHORITY DE CCI AS PROVIDED IN THE CIA ACT DE 1949, (AS AMENDEO, AND A DCI DIRECTIVE DATED & DCTORPE 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

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BUSTOSVIDELA C Z

007667 51 620 OF 05 13 4

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"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 DE PL 90-206 AND EXECUTIVE DRUER 11413 PUPSHANT TO AUTHORITY OF OCT AS PROVIDED IN THE CIA ACT DE 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

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F. 17

NAME

BUSTOSVICELA C Z

SERIAL DAGN. FUNDS GA-STEP OLD 107667 51 620 SALARY SALARY G5 13 3 CF \$13,769

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PPAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 99-301 PURSUANT TO AUTHORITY OF DOT AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DOT POLICY DIRECTIVE DATED 8 OCTOBER 1962.

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EFFECTIVE DATE OF PAY ADJUSTMENTS 10 OCTOBER 1965

OLD NEW SERIAL OPGN. FUNDS GROSTEP SALARY

D BUSTOS-VICELA C Z 107667 51 300 V QS 12 6 \$12,025 \$12,459

PRAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504 AS AMERICO. AND A-DOI DIRECTIVE DATED B COTOBER 1902."

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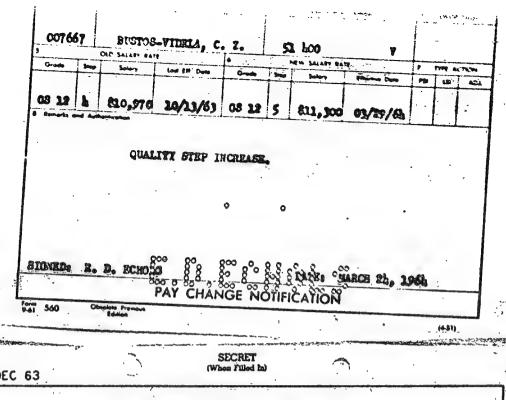
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form 1150% ral M/O 183 Use Pressure Ed took ADJUSTMENT OF SALARY RATE IN ACCORDANCE WITH THE SCHEDULES OF THE GOVERNMENT EMPLOYEES SALARY REFORM ACT OF 1964 PURSUANT TO THE AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE AS PROVIDED IN THE CENTRAL INTELLIGENCE AGENCY ACT OF 1949, AS AMENDED, AND POLICY DIRECTIVE ISSUED BY THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE DATED 8 OCTOBER 1962.

SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE AND STEP AS INDICATED IN CHART BELOW.

GENERAL SCHEDULE RATES Federal Employees Salary Act of 1964

GRADE !		_	Per A	nnum	Rate	s and	Steps			
UKADA	1 .	2	3	4	5	6	7	8	9	10
GS- 1		\$3,500			\$3,845	\$3,960		\$4,190	\$4,305	\$4,420
GS- 2	3,680	3,805	3,930			4,305	4,430	4,555	4,680	4,805
GS- 3	4,005	4,140	4,275	4,410	4,545	4,680	4,815	4,950	5,025	5,220
GS- 4	4,480	4,630	4,780	4,930	5,080	5,230	5,380	5,530	5,680	5,830
GS- 5	5,000	5,165	.5,330	5,495	5,660	5,825	5,990	6,155	6,320	6,485
GS- 6	5,505	5,690	5,875	6,060	6,245	6,430	6,615	6,800	6,985	7,170
GS- 7	6,050	6,250	6,450	6,650	6,850	7,050	7,250	7,450	7,650	7,850
GS- 8	6,630	6,850	7,070	7,290	7,510	7,730	7,950	8,170	8,390	3,610
GS- 9	7,220	7,465	7,710	7,955	8,200	8,445	8,690	8,935	9,180	9,425
GS-10	7,900	8,170	8,440	8,710	8,980	9,250	9,520	9,790	10,060	
GS-11	8,650	8,945	9,240	9,535					11,010	
GS-12	10,250	10,605	10,960	11,315	14,670	12,025	12,380	12,735	13,090	13,445
.GS-13										
GS-14	14,170	14,660	15,150	15,640	16,130	16,620	17,110	17,600	18,090	18,580
GS-15										21,590
GS-16						22,210	22,865	23,520	24,175	
GS-17		22,195	22,945	23,695	24,445				,	
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IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 274/95 AND DCT MEMORANDUM DATED 1 AUGUST 1846, SALARY IS AUJUSTED AS FOLLOWS, EFFECTIVE 5 JANUARY 1484.

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THE PROVISIONS OF PUBLIC LAW ATT THE PROVISIONS OF PUBLIC LAW AS TOLLOWS, DATED I AUGUST 1954 . SALARY IS ACJUSTED AS ECLLOWS, COTOBER 1942

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NEW NEW GRIST SALARY

BUSTOSVIDELA C Z

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IN ACCORDANCE WITH THE PROVISIONS-OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1056, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD HAME SERIAL ORSH GR-ST OLD SALARY NEW SALARY

DI ZEHRUNG CHARLOTTE 107667 46 13 GS-12 1 \$ 8:330. \$ 8:955

757 EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

NOTIFICATION OF PERSONNEL ACTION PAS: 11 DEC 1959 1. Serial No. 2. Name (Last-first-Middle) 107667 ZEHRUNG CHARLOTTE 7. SCD 8. CSC Retint. 9. CSC Or Other Legal Authority Mo. Da. Yr. Yes 1 Code Q1 02 51 No 2 1 50 USCA 103 J PREVIOUS ASSIGNMENT 14. Organizational Designations NOTIFICATION OF PERSONNEL ACTION 3. Date Of Birth 4. Vet. Prol. 5. So Mo. Da. Yr. Non-0 Code 5 Pt.1 0 F 10. April. Alfidav. 11. FigUI 12. L Mo. Da. Yr. Yes 1 Code No. 2 08 2	2 08 27 51 CD 13. ## #*********************************
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NEW SALARY OLD SALARY

GRADE-STEP SERIAL \$ 7,510 NAME \$ 6,820

GS-11-3 107667 GORDON M. STEWART > ZEHRUNG CHARLOTTE

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FITNESS REPORT	
SECTION A GENERAL INFORMATION	·
I, EMPLOYEE NUMBER 2, NAME (Lart, first, middle) 2. DATE OF BIRTH 4. SEX D. CR.	40E 8. 8
007667 Bustos-Videla, Charlotte Z. 12 Jan 29 F GS	
7. OFFICIAL POSITION TITLE 8. OFFICIAL POSITION STATION 9. OFFICIAL POSITION STATION 9. CURRENT STATION DDO/WH/1	10. H
11. TYPE OF APPOINTMENT	
OTHER (Spec.)	
GAREER RESERVE CONTRACT TEMPORARY ANNUAL RESESSION MENT	SPECIAL
MAIX 1 August 1972 - 30 April 1973	
ECTION B QUALIFICATIONS UPDATE	
i qualifications update form is being submitted with changes, and is attached to this report, place th 'Ord "yes" in the box to the right, if no changes are required, place the word "no" in the box at right	
ECTION C PERFORMANCE EVALUATION	
-Unsatisfactory Performance is unocceptable. A rating in this category requires time-shape and positive remedial action. The nature could range from counseling, to further training, to placing on probotion, to reassignment or to separation. Describe	
or proposed in Section D.	
-Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and rem taken or recommended should be described:	edial acti
Proficient Performance is satisfactory. Desired results are being produced in the monner expected. Strong Performance is characterized by exceptional proficiency.	
—Outstanding Performance is an exceptional in relation to requirements of the work and in comparison to the performance of others a work as to warrant special recognition.	doing simil
ŞPECIFIC DUTIES	
t up to six of the most important specific duties performed during the rating period. Insert rating tetre, which best describes the manner in which a forms EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be itr ability to supervise (indicate number of employees supervised).	
EGIFIC DUTY NO. 1	RATING
Functions as Chief of the WH/1/SA and Cuba Section, supervising one case officer, one IA and one secretary.	S
KCIFIC DUTY NO. 2	
	HATING
Analyzes all traffic pertaining to Branch and Station SA and Cuban	
Operations, performs all operational support, project actions, corres-	LETTER
Operations, performs all operational support, project actions, correspondence, coordination, memoranda and file maintenance.	0 .
Operations, performs all operational support, project actions, correspondence, coordination, memoranda and file maintenance.	LETTER
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CLASSIFICATION

SECTION D

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position beging in proper perspective their relationship to averall performance. State suggestions made for improvement of work performance. One recommendations for training Comment on foreign language competence, if required for surrent position. Amplify or explain ratings given in Section C herprofiles begings for despinising future personnel action. Manner of performance of manner of performance of manner of performance of manner of the visit of personnel, space, any imment and funds, must be commented an, if applicable. If extra space is needed to complete Section D, attack a separate sheet of paper.

In the 8 months during which she was under my supervision. Mrs. Bustos has performed in that same hard-working, highly-productive style which has become her trademark over the years. She understands the intelligence process from start to finish and is personally experienced with each step along the way, save the

agent handling aspects. She excels in each phase of the work,

As chief of the Branch SA and Cuban activities section, she has once again demonstrated her mastery over her assigned duties. She is a sound, dependable, yet imaginative and energetic operations officer, whose performance leaves little to be desired. While she had had little previous supervisory experience, she has in this assignment demonstrated exemplary supervisory ability. Notwithstanding her drive, tenacity and attention to detail, she is a popular co-worker, is receptive to guidance and is sensitive to, and responsive to the needs of her subordinates.

In her performance of specific duty No. 2, she has brought to bear upon her daily duties her broad experience, high fittelligence and good operational sense, functioning with practically no need of close supervision. It is comforting to know that an assignment given to this employee is always done promptly, professionally and cheerfully.

Her adaptability was demonstrated in her specific duty No. 3. Despite the press of normal daily activity, she was often called upon to produce "crash"

(continued)

		(Continued)
SECTION E	CERTIFICATION AND C	OMMENTS
1.	BY EMPLOYEE	·
1 CERI!	FY THAT I HAVE SEEN SECTIONS A. L	B, C AND D OF THIS REPORT
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MONTHS EMPLOYEE HAS BEEN UNDER MY SUPENVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
8	-	*** * * * * * * * * * * * * * * * * *
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DATE	OFFICIAL TITLE OF SUPERVISOR	TYPE
21 May 1973	DC/WH/1	
3.	BY REVIEWING OFFIC	IAL .
COMMENTS OF REVIEWING OFFICE	At the voter begundten or	accurate and thorough evaluation
	The fater has written as	the making appelled cubicat
of Mrs. Bustos, I co	oncur without reservation in	the ratings provided subject.
She is an exceptional	officer. Her ability to peri	form a variety of assignments
in Headquarters and	the Field has measured up t	o an outstanding record. Her
work with subordinate	es clearly indicate she is a	good supervisor, Mrs. Bustos
wayfamma all facate a	f has work to an evenulary	manner and in my judgement
		mamer and man jacourous
rates in the upper per	reentile in the A Category.	
	•	
DAYE	OFFICIAL TITLE OF REVIEWING OFFICIAL	
21 May 1973	C/WH/I	
Name of the last o	CHA-SIPCATION	 ,
		1

Narrative Comments (continued): (Charlotte Z. Bustos-Videla)

papers for the Branch because of her innate talents and established reliability. She never failed to impress her supervisor with her production, writing ability and energy. Her overall performance is clearly in excess of her grade level.

In terms of true cost and security-consciousness, she must also be considered very strong because she has a positive and aggressive attitude towards these subjects. It is with deep regret that the Branch parts with this employee who now moves up to the Division front office staff.

C-0-N-F-1-D-E-M-T-1-A-L

Sours, full time	<u>2-7</u> 3	
Participant : Bustos-Videla, Charlott	e Office	: WH
Year of Birth: 1929	Service Designa	ition: D
Grade : GS-13	No. of Students	
£00 Date : 08/51		
COURSE OBJECTIVES, CONTENT AND METHODS		
The objective of the Seminar is to with the major fields of covert action.		familiarization

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The Seminar includes a discussion on analytical look at the political per		f and
The technique of instruction is on experienced in various specific kinds and discussion. Participants are encousand engage in the discussions, drawing to that under discussion. One of the inthe Seminar is this exchange of experience.	f operation, followed by reged and exacted to ask upon and relating their e econtant values to be gai	questions questions experience
ACHIEVEMENT RECORD		r
This is a certificate of attendence capacity or performance is made in this		of individual
FOR THE DIRECTOR OF TRAINING:		. ` .
		2/28/23
	hief instructor	Date

C-0-H-F-1-0-2-H-T-1-A-L

CONFIDENTIAL

TRAINING REPORT

Midcareer Course No. 34

Student: Bustos-Videla, Charlotte Date: 11/5-12/22/72

Year of Birth: 1929 Office: WH/1

Grade: 13 Service Designation: D

No. of Students:

COURSE OBJECTIVES -- CONTENT AND METHODS

The Midcareer Course is designed to enable potential executive officers to develop and widen their understanding of management practices, of the Agency and the Intelligence Community, and of the Government's involvement in international affairs.

The Course consists of three major segments of varying lengths. The topics covered through lectures, seminars, group discussions and field trips are:

- 1. Effective managerial behavior as derived through study of the Managerial Grid.
- 2. The functions, relationships and problems of various Agency components and of members of the Intelligence Community.
- 3. Selected elements of national power and current developments in key international affairs.

ACHIEVEMENT RECORD

No evaluation of the student is made during the Course, and no final grade is given upon course completion.

229	EC 1972
FOR THE DIRECTOR OF TRAINING:	

Classified by: 17-1626 EX-2, APDCI.

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SECTION A		EHERAL		
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S. COFFICIAL POL		7. OFF/DIV/BR OF ASSIGNMENT B. CURREN		
- ,	lions Officer		o City	
	PE OF APPOINTMENT	16. CHECK (E) TYPE OF REPORT		
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	ROVISIONAL (See Instructions - Section C)		BIENNENT EMPLOYE	
SPECIAL (S		12. REPORTING PERIOD (From- (o-)	,	
IF, SATE REPORT	DUE IN Q.P.	1 January - 31 July 19	72 - 1.	
LECTION B	PERFORMANI	E EVALUATION	1 44	
U-limst-doctory	Performance is unacceptable. A rating in this catego could range from courseling, to further training, to p or proposed in Section C.	ry requires immediate and positive remedial action. T		
M-Margrad	Performance is deficient in some aspects. The reasons taken or recommended should be described.	for oxingaing this rating should be stated in Section i	and remedial actions	
P. Deckerient	Performance is satisfactory. Desired results are being j	produced in the manner expected		
S- Strong	Performance is characterized by exceptional proficien	cy.		
C-Ownlanding	Performance is so exceptional in relation to requirement work as to warrant special recognition.	its of the work and in comparison to the performance	of others doing similar	
	SPECIF	IC DUTIES		
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SECTION C	, NARRATIVE COMMEN	TS
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ATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED HAME AND SIGNATURE
7 August 1972	Operations Officer	/s/
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above. Subject immensely. For which she has caccurate. Althestation, she has she would have	is now up for rotation years she has dedicated lone so well. She has be lough she has not had sup as performed in a manner	th the outstanding ratings and we will miss her her entire time to her job en creative, thorough and ervisory experience at this which clearly reflects that ing. A truly outstanding
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(CONTINUED)

SECTION C NARRATIVE COMMENTS

The one criticism of this Officer's work that I and others have made in the past still stands. She tries to do everything and somethings in this business just don't deserve the attention she gives them.

I have no personal knowledge of her supervisor abilities, but believe she is a natural leader.

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SECTION C	NARRATIVE COMMENT	5			
on foreign language competence, basis for determining future person in the wis of personnet. 1924, at Section C, ortock a separate shee This supervise Assistants. Many She is the most to capacity for hard of operational man has an operational of the command of the This officer has unique ability to If this Subjective subjective subject to given som forthcoming year. The Subject of the most to capacity for the subject of	stions made for imprevential work performant if required for current position. Amplify or annel action. Manage of performance of monogo wipment and funds, must be converted and for has worked with a variety were good, but none complications and long hours is parties is equal to that of ally creative mind and has he improvement of the section of the	ared with this Subject. ng IA I have met. Her rodigious. Her knowledge most case officers. She made many excellent tion's work. Additionally, os all of the above abilities o work with. She has a ism in a tactful manner. pointed out by the reviewing said, "in her voracious at timos put undue emphasis inst equally important but and abilities the Subject porsonnel, during the ico since her last promotion			
SECTION D	CERTIFICATION AND COMME	NTS .			
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9 Decembor 197	`````````````````````````````````````	. Bustos-Videla			
	BY SUPERVISOR IF THIS REPORT HAS NOT BEEN SHOWN TO EM	IDA-ON PM INTO MARKANTANA			
UNDER MY SUPERVISION					
DATE	OFFICIAL TIPLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SUNATURE			
9 December 1971	Ops Officer	/s/			
3.	BY REVIEWING OFFICIAL				
I concur with the above ratings and comments. Subject performs all the tasks outlined above in a very professional and methodical manner. One does not even sense that the work is going on until the finished product is produced. It is always excellent. We count heavily on her thoughts and ideas in all operational studies and considerations. She is ops oriented and has an excellent bank of information to call on when necessary. She is pleasant and has the respect of her co-workers as well as her supervisors. Her abilities are varied and she can be counted on to perform extremely well regardless of assignment or target we will be losing this fine officer soon and we will be hard put to find someone who will be able to replace her.					
9 December 1971	Deputy Chief of Station	/S/			

FITNESS REPORT		1	EMPLOYEE S	ERIAL NUMBER
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BUSTOS-VIDELA, CHARLOTTE Z. (Middle)	A. DATE OF BI	ATH J. SEX), 6D
	12 Jan.		GS-13	D
Operations Officer	DDP/WIVE	of Assignmen	Mexico	
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SECTION B PERFORMAN	CE EVALUATIO		occurred 3	
U-Unsatisfactory Performance is unacceptable. A rating in this categories from counsaling, to further training, to or proposed in Section C. M-Marginal Performance is deficient in some outsets. The reason taken or recommended should be described.	placing on probation,	to recuignment of	to separation. De	iscribe action taken
P-Proficient Performance is satisfactory. Desired excults are being	produced in the mann	ner expected.		
S-Strong Performance is characterized by exceptional proficie	ney			
O-Outstanding Performance is so exceptional in relation to requirem work as to warrant special recognition.	into at the work and is	n comparison to the	performance of	others doing similar
SPECI	FIC DUTIES			
ist up to six of the most important specific duties performed du sanner in which employee performs L'ACH specific duty. Consid- ith supervisory responsibilities MUST be reted on their ability	ler ONLY offective	ness in perform	ince of that du	ry. All amplayees
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the preparation of project reports,				
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and in general for our station, Headquarters and o			Trom PB	S
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in addition to her PBRUMEN duties (examples: c			
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ke Into account averything about the employee which influence mance of specific duties, productivity, conduct on job, coos sicular limitations or talents. Based on your knowledge of ex the letter in the rating box corresponding to the signement w	a his affectiveness erotiveness, pertir eployee's overall	in his current p nent personal tr performance dur	aits or expens, ing the rotting s	period, O
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SECTION C	NARRATIYE COMMEN	15
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info, organizing fresulting memo or other real pros in good, tough, opera and suggestions reused profitably. demonstrated in he is more than adequates ages in that it	dispatch. The same might the IA field. However, tions-oriented mind and proceeding techniques of the same manager organizing TDY help in a connection with ate for reading reports, anguage. In sum, Subject extremely hard to replace	gorial abilities as recontly a station-wide file and Her Spanish and handling operational
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SECTION D	CERTIFICATION AND COMM BY EMPLOYEE	
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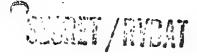
SECTION C

NARRATIVE COMMENTS

-continued

Three rather personalized comments might add meaning to this fitness report. Anyone, particularly a female, fitting the above description of efficiency and achievement can be, and often is a little overbearing and difficult to work with as a person. Subject, withall, is a pleasant personality who knows how to make her contributions and comments in a forthright but tactful manner. Secondly, and this one is a little hard to say, Subject in her voracious appetite for all kinds of facts can at times put undue emphasis on them including factual minutiae as against equally important but more clusive subjective factors. Thirdly, this rating officer has personally observed Subject only working on station premises at an office job, and frankly has no idea how she might function in outside operational work

Key, which by OP SID/PPB



MEMORANDUM FOR THE RECORD

CHARLETTE BUSTOS VIDELA

SUBJECT: Overall Outstanding Rating on Method of Recognition

- 1. This memo is being written in accordance with paragraph three of Book Dispatch 5273 of 12 April 1966.
- about a year ago in recognition of her very fine performance. It is a little early to repeat that kind of recognition even though it is a most logical and meaningful means to show recognition of her outstanding work.
- 3. Consideration should be given to an appropriate occasion in the fairly near future to grant another QSI to

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SECTION C	. NARRATIVE COMMENT	rs					
overall performance. State sugges on lareign language competence, i basis for determining future person in the use of personnel, space, eq Section C, attach a separate sheet In July 1969 Sub	stions made for improvement of work performor if required for current position. Amplify or exmend particular amplify or extended to the commence of managements and funds, must be commented on, if the former. bject was transferred from	keeping in proper perspective their relationship to noce. Give recommendations for training. Comment splain ratings given in Section B no provide best perial or supervisory dyties and cost consciousness applicable. Heatra space is needed to complete in the Cuba Section to the ive assistant to the COS with					
special responsibi	ility for ensuring that the fective control during the	he paper flow of the Station e period of transition re-					
sulting from the assignment here of several senior officers. This transition period necessitated or gave rise to a number of changes in the management and administrative areas of the Station. Subject's							
performance in thi	is assignment under these.	the Station. Subject's circumstances was clearly tion and responsiveness to					
guidance not only of the Station but	contributed to maintaining also made possible an ea	ng the stability and momentum arly effort to come to grips					
tinctive records s	problems which an inflated system created for the new ing six month ported, Subj	d Registry and a highly dis- w Station management team. ject has recommended and					
implemented a number and less costly restantially, input	er of changes which have cords system. Paper hold	produced a more effective lings have been reduced sub- conforms to basic CS pro-					
supervisory responsions To sum up, Subjection in a singular.	sibilities more clearly d ct has made and continues ly unsensational area of						
ECTION D	CERTIFICATION AND COMME						
77	BY EMPLOYEE						
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75 formane 1070	SIGNATURE OF EMPLOYEE						
15 January 1970	/s/ Charlotte Bustos-Videl	<u> </u>					
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6 months							
	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE					
15 January 1970	. DOOS	/s/					
	BY REVIEWING OFFICIAL						
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this organization	productive employees with and that in addition to	the administrative/					

15 January 1970

operational/analytical assistance to the Cuban and other operational sections of the Station. The initiative and imagination shown by Subject in the very complicated administrative management assignment have been particularly commendable and her complete familiarity with the country, the language, and the background of the Station.

OATE has been invaluable duffing this period of things the same and signature.

SECRET/RYBAT

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SECTION C

NARRATIVE COMMENTS

CONTINUED

personnel who appreciate her personal and professional qualities.
Subject is aware that her current assignment is an unusual one and that she soon may have worked herself out of her current job. Since she speaks fluent Spanish, has a unique ability to get along with people and to get things done, there will be no problem in assigning her back into a position more closely supporting operations. Our operations are certain to benefit thereby.

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BPECIAL (Specif	7)!		BFECIAL (Spec	117):			
II. DATE REPORT DU	I IN O.P.	12. (4)	PORTING PER				
October 1969		<u> </u>	March to	Aurus	t 1969.		
SECTION B	PERFORMANCI						
W - <u>Wook</u> Per pro	formance ranges from wholly inadequate to s litive remedial action. The nature of the acti- bation, to reassignment or to separation. Do	lightly on cou setibe	less than sati ld range from c action taken c	sfactory. A ounseling, t or proposed	rating in ti a further tr in Section (ris cataga aining, to C.	placing or
	formance meets all regulrements. It is entire	ly sat	isfactory and I	s choracteri	zed neither	by defici	eveh uos
P - Proficient Per	formance is more than satisfactory. Desired	rasült	s are being pro	duced in a p	roficient m	enner,	
- Continue of the Continue of	formance is characterized by exceptional pro		•				
O - Outstanding Por	formance is so exceptional in relation to requ ors doing similar work as to warrant special r	ulteme	nts of the work	and In com	parlson to t	he perform	nance of
	SPECIFI						
					Land Sankta	h h	15
nanner in which emplo	ost Important specific duties performed durin you performs EACH specific duty. Consider nsibilities MUST be rated on their ability to	ONLY	effectiveness	in performan	ice of that	duty. All	employee:
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FORM 45 USE PREVIOUS EDITIONS

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SECTION D	CERTIFICATION AND COM	AENTS
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	ERTIFY THAT I HAVE SEEN SECTIONS A. B. A	ND C OF THIS REPORT
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1 August 1969	Charlotte Z. Bustosvidela	(signed)
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DAYE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED HAME AND SIGNATURE
1 August 1969	Ops. Officer	(signed)
3.	BY REVIEWING OFFICIAL	
COMMENTS OF REVIEWING OFFICIAL	u	'1
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ATE	OFFICIAL TITLE OF REFIEWING OFFICIAL	TYPEO OR PRINTED NAME AND SIGNATURE
1 August 1969	Chief of Station	
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Roviewed by 8P/PD/EAB

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April 69 Charlotte Bustos-Videla /s/ Structure management of this report Charlotte Bustos-Videla /s/ Structure management of this report management of the sufficient of supervisor and the sufficient of supervisor of the rating officer fully agrees with the ratings and comments of the rating officer. Subject consistently performs her duties in an outstanding manner, bringing to her job truly exceptional qualities of intelligence, reliability, and good humor. She is one of the most valuable employees in the Station, and the recommendation for her promotion from GS-13 to GS-14 is fully and enthusiastically endersed.	SECTION D	CENTIFICATION AND COMMENT	
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S-E-C-R-E-T

TRAINING REPORT

Soviet Bloc Operations Course No. 3

5 - 16 June 1967

80 hours, full time

: BUSTOS-VIDELA, Charlotte

Office

: DDP/WH

Year of Birth: 1929

Service Designation: D

Grade '

Student

: GS-13

No, of Students

;

EOD Date

: August, 1951

COURSE OBJECTIVES

To orient the student on the special nature of the Clandestine Services[†]
Soviet Bloc target and to train him in the application of clandestine methods
for collecting information on, assessing, and preparing recruitment operations against Soviet Bloc personalities.

ACHIEVEMENT RECORD

This is a certificate of attendance. No evaluation is made of individual performance in the course.

FOR THE DIRECTOR OF TRAINING:

Date

Instructor, OTR

S-E-C-R-E-T

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FITNESS REPORT	-Tare ;	007667	MUMB # 13
SECTION A GI	ENERAL	<u> </u>	
1. NAME (Last) (Piest) (Middle)	2. DATE OF BIRTH 3. SEX	4. GRADE 9. BD	
Bustos-Videla, Charlotte	12 Jan 1929 F		D
5. OFFICIAL POSITION TITLE	7. OFF/DIF/SR OF ASSIGNMENT		
Ops Officer · .	DDP/WH/1	Mexico Cit	у
8. CHECK (X) TYPE OF APPOINTMENT	10. CHECK (A) TYPE OF REPORT		
X CAREEN RESERVE TEMPORARY	INITIAL	MEMPOISEABH	
CAREEN-PROVISIONAL (See instructions · Section C) BPECIAL (Specify):	XXX AMOUAL	MENTIONNEN	TEMPLOYER
IF GATE REPORT OUE IN O.P.	12. REPORTING PERIOD (From: 1	o-)	
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A - Adequate Performance meets all requirements. It is enti- excellence.			ency ner
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O - <u>Ovisiondina</u> Performance is so exceptional in relation to reothers doing similar work as to warrant special		parison to the pariors	mance of
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SCIPIC DUTY NO. 6			AATIMO LETTUM
OYERALL PERFORMANCE	IN CURRENT POSITION	· · · · · · · · · · · · · · · · · · ·	
is a into occount everything about the employee which influences homens of specific duties, productivity, conduct on jeb screeperstricular limitations or rolants. Based on you knowledge of employee the luries in the rating box corresponding to the steement which the conductivity of the steement which is the	its effectiveness in his current pos etiveness, partirent personal trait layer's gestell performance during th meas accurately reflected	ition such as per- s or habits, and the rating period.	RATING LETTER
nevious by englishmen	A TO THE PLAN IN	WI DI DOFTO HOUNER.	
45 HOE MAR HOUS ROLFIAMS SECRE		THE PARTY OF PERSONS ASSESSED ASSESSED.	

	ALOGA TIVE COMMEN	T S				
SECTION C	NAKKATIVE COMMER	to the second se				
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SECTION D	CERTIFICATION AND COMM BY EMPLOYEE	ENTS				
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NARRATIVE COMMENTS FEB 15

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Subject has continued to perform during the period under review in the same highly competent manner which all who know her have come to expect of her. She continues to put forth her best efforts at all times. She is particularly to be commended for the manner in which she cheerfully accepts onerous tasks, usually with very short deadlines, and invariably comes up with a thoroughly prepared answer within the time allotted. She is efficient, she is fully knowledgeable and capable in her job, she has a friendly, warm, and pleasant personality, and is always ready to respond to her fellow workers with a helping hand. She has no supervisory responsibility per se, but is frequently called upon for guidance to new secretaries and case officers alike and is of real help in such cases. Subject is one of the strongest Headquarters case officers known to rater, and her overall performance certainly borders very closely on being evaluated Outstanding.

SECTION D	CERTIFICATION AND CO	DAMENTS '					
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	I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT						
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SECTION D	CERTIFICATION AND COM	AEN 76
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SECTION C NARRATIVE COMMENTS

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OFFICIAL TITLE OF REVIEWING OFFICIAL

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SECTION C NARRATIVE COMMENTS

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Subject's performance during the rating period has been marked by general excellence. As indicated in Section B her supervision and direction of the Section' work relating to intel support, administration, preparation of special reports, training personnel, etc. is uniformly outstanding. The fact that these functions are handled in addition to her duties as the desk officer for the FI and Ops Support projects, which she performs with unusual competence, serves to illustrate her value to this Section. She has an exceptional ability independently to determine proper courses of action and to initiate action to carry them out. She has a profound understanding of the area operational program and contributions to it are imaginative and constructive.

In the opinion of the rater Subject's performance compares favorably with any (6-13 dask officer within his experience and she performs occasionally at the 66-14 level. Moreover, she carries out her duties cheerfully, loyally and in close and amicable cooperation with her fellow employees at all levels.

In those aspects of her duties which involve cost e.g. the review of operational projects, she has given close attention to the budgetary matters and has frequently suggested ways in which economies an the operations might be effected.

SECTION D	CERTIFICATION AND COMMENTS	
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DATE	OFFICIAL TITLE OF SUPERVISOR	
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job.		
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DITE	OFFICIAL TITLE OF REVIEWING OFFICIAL TYP	TUAR
29 Jan 1964 ·	с/ин/3	

RESPOND ON POSSIBLE AND PARTITIONS AND EXPERIENCE

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The category checked below is an interpretation of the scores made by the wronn named above on a battery of foreign land was eptitude tests. The relationthips between test performance and subsement training performance of trainer in gency language training courses are indicated by the graphs next to the applitude entegorics. The graphs to the left are for roman and the graphs to the right are or men. From these graphs you can read for each aptitude category the crobability that a person in that category will perform in an Agency foreign language training course at an average or bett retain-everage level. For example, 22 per ment of the women who obtain an aptitude rating of "B" can be expected to be Verage or better in course performance, while 5 per cont of the men with ratings of "8" can be expected to be average or better in course performance. A man needs in aptitude rating of "6" to have about the same expectation of success in language training as a woman with a rating of "B". At the other end of the scale, 10 per cent of either men or women who obtain aptitude ratings of "2" can be expected to do average or better-then-average work in training. The differences in relationship are due to differences between men and women in both training performance and test scores. On the average somen are somewhat higher on both.

Percent of W. Acn Whose Language Training Performance Is Expected to Be Average or Batter than verage	Aptitude Category	Percent of Men Whose Language Training Performance Is Expected to Be Average or Better than Average
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Since samy-things other than aptitudes enter into the determination of training course performance, in any class of students there will usually be seen whose performance wall be better than would be expected from their test scores, just as there will likely be some whose performance is poorer than expected. STATITE OF LOCAL TROUGHTH LANGuage. Whether such experience was in the same Language of the one to be studied or in a catherent one is, of course, an additional relevant factor.

q foreign languages have been stadied or learned by this individual.

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ARREST ACTION OF THE RESIDENCE OF THE PROPERTY

TRAINING REPORT

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Student	: Charlotte Z.	Bustos-Vidol-Office	: WH/3
Year of Bir	th: 1929	Service Designa	tion: D
Grado.	: CS-12	Number of Stude	nts:
EOD Date	: Aug 1951	•	
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3.		he importance of records and the successful performance of	
4.	the C3 mission handling and di	aromess of the inter-relation and regords; to sharpen judg isposition of records; and to cords Officers.	ement in the
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	a certificate of lent achievement	f attendance only; no attempt in the course.	was made to
OR THE DIREC	TOR OF TRAINING:		
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SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to averall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

This officer is the person chiefly responsible for the Mexico Desk's deserved reputation for excellence and efficiency. The complicated and never-ending tasks of project processing, clearances, tracing, and coordination are handled by her with blinding speed and unerring perfection. Procedural problems are there to be solved, and the solutions come with amazing rapidity. Operational problems are worked out thoroughly and conscientiously. No corners are cut and no principles are compromised.

Never at a loss for an answer, this officer never shrinks from any assignment and instinctively wants to take over any vexing problem which is holding up progress. She is complete mistress of file and record resources and answers all queries within minutes. The most complex budgetary and planning projects are handled by her with deceptive ease.

These qualities of rare efficiency and speed are coupled with an even rarer degree of amiability and cooperativeness. The work which proceeds under her at such a break-neck pace nonetheless goes on in an air of placidity and good humor. The large office staff is run without a trace of tension, jealousy, or friction. All of this is traceable to this officer's fine example and catalytic effect on her colleagues.

Finely-educated, handling the Spanish language with fluency, and keeping up with current events in her area, this officer is a unique asset to

SECTION DE BORRES	CERTIFICATION AND CO	VMENTS
1.	BY EMPLOYEE	
	CEPTIFY THAT I HAVE SEEN SECTIONS A, B,	AND C OF THIS REPORT
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3.	BY REVIEWING OFFICIA	aL //
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SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES												
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List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the monner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).												
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SECTION E		JOB PERFORMANCE

Stress strengths and weaknesses demanstrated in current position. Indicate suggestions made to employee for introvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

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HE CLEEKERS CONTROL OF

This outstanding employed has maintained the high standard of performance set forth in the report of this supervisor this election. There possible, she has exceeded her earlier performance record. Juring the past year this office acquired considerable new personnel, which Subject trained in a highly capable manner to guarantee the smooth-functioning of the office. The undersigned hopes this employee will continue to serve this organization indefinitely notwithstanding her carriage during the past year.

CERTIFICATION AND CO	MMERIS						
. BY EMPLOYEE							
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NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE SECTION E

SECTION F

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This is a truly outstanding employee with capabilities far beyond those required for her present position. She has an unusually keen mind, makes decisions that are correct without hesitation and carries out all actions promptly and efficiently. She is the supervisor of the office staff, who respect and admire her ability. In addition to her skill, she is possessed of a most pleasing disposition which ingratiates her with the other members of the staff. The years of experience sime has had at the various jobs to be done at a country desk make her invaluable as a trainer and supervisor for new personnel. Her knowledge of Spanish has also been especially helpful at the Mexican Desk. This supervisor would be most pleased to have her serve with him on any future assignment.

1,.	BY EMPLOYEE								
I certify that I have seen Sections A, B, C, D and E of this Report.									
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2. BY SUPERVISOR									
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Please see previous fitness report. This employee was rated four months ago. There is no change in the rating, she has continued to give an outstanding performance.

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SECTION E NA	RRATIVE DESCRIPTION OF MANNER	OF JOB PERFORMANCE	
Stress strengths and weaknesse work. Give recommendations fo	s demonstrated in current position. Indicate this training. Describe, if appropriate, his	is auggestions made to employee for the Workhoph Lof his potential for development and for assuming greater re- NS B, C, and D to provide the best basis for determini	•
		JUL 21 2 51 PH 150	
This employee	is intelligent, loyal and dec	dicated to duty. She has an	
outstanding abilit	y in getting her job assignmen	nts accomplished effectively and	
with a minimum of	time and support. She readily	accepts responsibilities, is a	1
	orker who thinks clearly and		•
		ity to organize her work greatly	."
facilitates the an	ooth functioning of the Mexica	in Desk. She has demonstrated a	
superior comprehen	sion of the numerous and varie	ed projects of the	
Station hich has	contributed to the overall Hea	idquarters support of the Station's	
		of operations and her outstanding	
capacity for work,	Miss Zehrung has an excellen	it potential for assuming greater	
responsibilities.	Additional training is depend	ent upon her future assignments.	
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SECTION F	CERTIFICATION AND COM	WENTS	
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NOTE TO PCS RETURNEES

Personnel processing in from a PCS foreign field assignment through Central Processing Branch are required to review the Employee Conduct Handbook and the information for PCS returnees. This information is contained in a notebook provided by the CPB receptionist.

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 9 July 1970 and the information for returnees dated 1 February 1972.

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Mr. John Dahlgren Pahlgren Darragh & C 1000 Conn. Avc., N.W				
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MENORARDUH OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 7 October 1963, and the information brochure for PCS returnees, dated May 1964.

Mariette) Durintes

BUCTOS Macla, Charlotte

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11. PREFERENCE FOR NEXT ASSIGNMENT
TIA. DESCRIBE BRIEFLY THE TYPE TO WAR YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU MAVE MUTE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.
I enjoy both Administrative and Cps/IA work.
IIB. IMPICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE For next regular assignment by inserting 1, 2, 8 3 (for let, 2nd, and 3rd choice) in remaining boxes. Complete all alternate choices and options in all cases even though you are requesting an extension of your Tour.
3 CENTEND TOUR: 12 MONTHS AT CURRENT STATION TO AUE 1971
BE ASSIGNED TO HOGTES FOR A TOUR OF DUTY: INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE.
1 - BE ASSIGNED TO A D STATION, INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION SND CHOICE SND CHOICE
2 RETURN TO MY CURRENT STATION for 2nd tour.
TO BE COMPLETED BY FIELD STATION
18. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR HEXT ASSIGNMENT.
INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.
Would not stand in Subject's way, were she to be fortunate enough to
get aassignment. However with her long Mexico background (both
Hdgs and field) and her multiple talents she has been invaluable in the
reorganization of this highly complicated Station under changed
circumstances, will continue to be so during the next several years
on the language will be like leading one to might arm. Thankfure we
and to lose her would be like losing one's right arm. Therefore we
strongly endorse either a second tour or an extension.
TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE
3. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE HIS PREFERENCE FOR NEXT ASSIGNMENT. AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND IRAINING.
Wil Division recommands that subject return to Mexico City for a second tour.
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DATE 11 Mar 70 THE C/HH/Para SIGNATURE Henry L. Borthold
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ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

IMPORTANT AGENCY INSTRUCTIONS ON BACK OF ORIGINAL

TO COMPLETE THIS FORM-

FOLLOW THESE GENERAL INSTRUCTIONS:

- Read the back of the "Duplicate" carefully before you fill in the form.
 Fill in BOTH COPIES of the form. Type or use ink.
- . Do not detach any part.

ŋ	FILL IN THE IDENTIFY	ING INFORMATI	ON BELOW	(please print or type	:):		
4	NAME (last)	, (first)	(middle)	DATE OF BIRTH (month, da	ay, year)	SOCIAL SECURITY NUMBER	1
	Bustos=Videla	Charlotte	louise	January 12, 19	929		
·	EMPLOYING DEPARTMENT OF	VOCENCA CO.	「ひつり	LOCATION (City, State, ZIF	P Code)	•	
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2	MARK AN "X" IN	ONE OF	THE BOXES BELOW (do NOT mark more than one):
V	Mark here -		ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE
	if you WANT BOTH optional and regular insurance		I elect the \$10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.
	Mark here		DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE
	if you DO NOT WANT OPTIONAL but do want regular insurance	(8)	I decline the \$10,000 additional optional insurance, I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.
	Mark here		WAIVER OF LIFE INSURANCE COVERAGE
	if you WANT NEITHER regular nor optional insurance	(C)	I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the \$10,000 additional optional insurance unless I have the regular insurance.

SIGN AND DATE, IF YOU MARKED BOX "A" OR "C", COMPLETE THE "STATISTICAL STUB." THEN RETURN	FOR EMPLOYING OFFICE USE ONLY
THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.	(official receiving date stamp)
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13 February 1968	See Table of Effective Dates on back of Original

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ľ	SECTION X CONTINUED FROM PAGE 8
	7. LICT ANY BIGNIFICANT PUBLICATION MATERIALS OF BRITING (Non-fiction, Beignific Articles, general interest sub- indicate title, publication date, and type of Briting (Non-fiction, Beignific Articles, general interest sub- jects, novels, shore stories, etc.)
	8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED
ŀ	
	F. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE
	10. LIST ANY PROFESSIONAL, ACADEMIC OR MONGRARY ASSOCIATIONS OR SOCIETIES IN WHICH YOU ARE NOW OR WERE FORMERLY A MEMBER. LIST ACADEMIC HONORS YOU MAYE RECEIVED.
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r	SECTION AT ORGANIZATION WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE
r	1. INCLUSIVE DATES (From- and To-) 2. GRADE 3 OFFICE/DIVISION/DRANCH OF ASSIGNMENT
I	27 Aug 51 - 27 Apr 52 5 DDP/WH/II (Hqs)
I	4. NO. OF EMPLOYEES UNDER YOUR DIRECT S. OFFICIAL POSITION TITLE
1	Secretary (Steno)
	4. DESCRIPTION OF DUTIES
	1. INCLUSIVE DATES (From- and To-) 2. GRADE 3. OFFICE/DIVISION/GRANCH OF ASSIGNMENT
	27 Apr 52 - 27 Sept 53 7 DTP/WH/II (Hgg)
	supervision: Intell Officer (Rpts)
2	6. SESCRIPTION OF DUTIES
	All duties of Reports Officer
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	27 Sept 53 - 10 Apr 55 9 DDP/WH/II (Hqs)
	16. NO. OF CHANGES ANDER ADDRECT ST. OFFICIAL BOSILION LITTLE
	SUPERVISION one to two Reports Officer
3	S. LLSCRIPTION OF DUTLES
	Duties of Chief reports officer and
	14 INCLUSIVE DATES (From- and To-) 2. CRASE ST UFFICE/DIVISION/BRANCH OF ASSIGNMENT
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	4. NO. OF EMPLOYERS UNDER YOUR DIRECT S. OFFICIAL POSITION FITTLE
ě	Chief Reports Officer
•	4. DESCRIPTION OF SUTIES,
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	June 1957 - present 11 DDP/WH/III (Hqs)
	4. NO. OF CUPLOTESS UNDER POUR DIRECT 5. OFFICIAL POSITION FITLE
5	Reports Officer
1	4. DESCRIPTION OF DUTIES
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1	(the adoptional pages of required)

1. NUMBER OF CHILDREN (Including arepchildren and adopted children) who are unwarrigo. UNDER 21 YEARS OF, AGE, AND ARE NOT SELF. SUPPORTING. 3. PROVIDE THE FOLLOWING INFORMATION FOR ALL CHILDREN RAME RELATIONSHIP YEAR ADDITIONAL COMMENT AND/OR CONTINUATION OF PRECEDING :	R OF GIRTH	POPPER STATE OF THE INTERPRET STATE OF THE IN	e, ere Preo o Suppo RA Che		MAH ROOM
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		PART II-LANGU	AGE ELEMEI	173	in-10-6v-an-aurumaniqu <u>iny-41-6-12.11</u>	(vor-tkis Worldende s	
SECTION A.		Reading	(40)				
I CAN MEAD TEXT	B OF ANY DIFFICULTE	. OF A GENERAL NATU	RE OR IN	F1F1 (-2) A	M PAMILIAN MITH, 1	SING THE	DICTIONARY
2 1 CAN READ TEXT	S OF MOST GRADES OF	DIFFICULTY, OF A G	INCHAL NA	THE OF 19	FIFTS I AM FAMIL	IAR WITH,	USING THE
	S OF AVERAGE DIFFICE	ilty (newspapers, s	eleconce a	nterinia,	ele.)using the	DICTIONAR	Y
4. I CAN READ SIMPL	F TEXTS, SUCH AS S	TREET SICHS, NEWSPA	PER HKADLI	4ES, ETC.	, USING THE DICTIO	NARY FREG	UENTLY,
5. I MAVE 119 READIN	IS AUILITY IN THE LA	MOUAGE.			٠,		
ECTION B.		Writing	(41)				
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CTION C.	to the third magnitude reprints a fraction of the purious view because they be expected.	Pronucinti	ON (44)	Taraka makar ini di kanan da alamak da ang maka maka maka maka maka maka maka mak	er in the state of		
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		CONTINUATION OF PA	ART II-LANGUAGE ELEHENTS								
SECTION D.		Stra	king (43)								
1. I SPEA	FIELDS BITH BHICH I	LTFLY IN ALL PRACTICAL AM FAMILIAR.	AND SOCIAL SITUATIONS: I CONVERSE FREELY AND IDIOMATICALLY								
I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS: I CAN CONVERSE IN MOST FIRE BITM BHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERSS.											
3 1 0ET AL	3 I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUZINESS IN PARTICULAR FIELD										
4. į manac	4. I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.										
S. I HAVE	NO ABILITY TO USE TH	E LANGUAGE IN ANY OF TH	ME ABOVE RESPECTS.								
SECTION E.		linkrat	tanding (44)								
			JUJECTS, BOTH FACE-TO-PACE AND ON THE TELEPHONE: 2 UNDERSTAND MOVIES, PLAYS, AND LECTURES,								
I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I Z. Understand most of what I hear on the radio and at the movies, plays, and lectures, including most jokes and Puns.											
3 PUNCERSTAND HEARLY ALL CONVENSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE TO FACE AND ON THE YELE- PHONE: I UNDERSTAND MUCH OF SHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.											
4. I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE: I UNDERSTAND SOME OF WHAT I MEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.											
5. 1 AM NO	PARLE TO UNDERSTAND	THE SPOKEN LANGUAGE.									
88	FORE CONTINUING - CH	ECK PART II TO ENSURE T	THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.								
	PAR	T III-EXPERIENCE AS TRA	ANSLATOR OR INTERPRETER (45)								
I. I HAVE H	AD EXPERIENCE AS A F	RANCLATOR.									
2. I HAVE H	AD EXPERIENCE AS AN	INTERPRETER.									
3. вотн ог	THE ABOVE STATEMENTS	APPLY.	• 、								
O NONE OF	THE ABUVE STATEMENTS	APPLY.									
	•	PART IV-CER	RT (FICATION								
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SECRET Security Information

Name: Last, First Middle

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TO:

All C. I. A. Personnel

0.1/11 -ni.3.15

FROM:

Personnel Director

SUBJECT:

PERSONNEL QUALIFICATION QUESTIONNAIRE

- 1. The Agency is currently revising the system for machine coding employee qualifications, thereby permitting more complete and accurate data on all personnel. The new system will aid in implementing Agency policies on promotion from within by facilitating the selection of personnel with desired education and experience for vacancies which may occur. It is also expected that the new system will provide readily accessible statistics for planning and management purposes.
- 2. The attached questionnaire is designed to cover adequately those factors in which the Agency is interested. Although the information is, in a large measure, already reflected in previous forms submitted by you, it is felt that your time within the organization may enable you to emphasize those qualifications pertinent to its needs. The questionnaire also serves to bring your education and qualifications record up to date.
- 3. Your cooperation is requested in completing the questionnaire as thoroughly and accurately as possible and returning it to your Administrative Officer within the time allotted.

P64sonnel Director

SECRET
Security Information

FORM NO. 37-152

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SECRET Security Information

PERSONNEL QUALIFICATION QUESTIONNAIRE

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(no entry)	ZEHRURO	a,		Cha	rlotte	1.1	iloq				FI			
4. Date of Birth	5. Se:		male (1) Martial Status n 6.CIA Entr x female (2) Nr. Dependents 0 August 1							•				
12 Jan. 1929		-								lupust 19				
7. Citizenship: U.S. Other				(4)	Oth	er(spe	cify	y)		(3) y birth	Natural	ızatıon		
SEC. I. EDUCA 1. Extent: (circle 1. Less than 2. High scho 3. Trade, Bu Commerc	TION c one) high so ol grad usiness	chool uate or	4. 5. 6	Tw Ov Ba	o year er two	s coll years degre	cge	, o	or less legree	8. M	asters d			
graduate (minimum 8 sem, hrs.)														
2. College or Un Name and locat	ion of	y Stu	dy:		Dates	att'd	Y.	'n (Coinnl	Degree	Recd	Sem		
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San Carlos University		Span			7/48	9/48			,			5		
3. Trade, Comm	ercial,	and						-			***************************************			
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Miami Jacobs Pa	siness		5/50	12/	12/50 7 typing and shorthand									
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Military or Intelligence Training (full time duty as a student in specialized schools such as intelligence, communications, ordnance disposal, command &														
staff, etc.) School		6	rom		nce Da	tes t.mo'		e.	, 	f!= = = ! = !				
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SECRET Security Information



SEC. II. WORK EXPERIENCE.

1. CIA Experience: State the specific nature of duties performed with CIA and CIG, starting with your present position. Take position titles from your official personnel papers, if you have personal copies. Please do not request your Official Personnel Folder. Include geographic area and subject matter dealt with, if applicable. Position Title is your classification title such as Geographer, Intelligence Officer, etc. Duty Title indicates your organization position such as - Section Chief, Branch Chief, Administrative Assistant, etc., and is to be filled in only if different to the Position Title. Approximate dates (month and year) are sufficient. Use a continuation sheet, if necessary, to

adequately describe your duties. From 1/52 To Description of Duties: I have the responsibility Tot. mos. of disseminating sod routing all reports received Salary 3/207.00 from o a distina, take appropriate action on raports received from other agencies by Corwardi-Office PI/WH/8-3z11 this information to the field or sippling requested Position lata. I inform the field of additional info at Title: Intelligence Officer leadquarters on inligiduals a diorganizati, ns as Duty requested or as decred recessory. I also maintain Reports Officer Title: Duty Station, is overseas: two CE notabooks. From 12/7 To/./-2. Tot. mos. Description of Duties: Same as above with a Sale tation. I had less Salary 33410.00 Grade individual responsibility. FI/dH/Brazil Office Position Title: Intalligance Collect Duty Title: Reports Officer Duty Station, if overseas; Description of Duties: From 11/11 To Tot. mos. 1 As a casual I typed dispatches, remoranda, Grade 5 Salary 33/10.00 and disseminations for branch II. I took a limited amount of stortings. Office FI/H/II Position Title: Secretary (Ctecography) Duty Title: Duty Station, if overseas: Tot, mos.] Description of Duties: I massebled disseminated recorts. 5 . Salary 33417.00 Office Position Title: Secretary (Sterography) Duty Title: Duty Station, if overseas:

Two months in the apol with ding classes of souther up filling system for Busulah SECRET index cards.

Security Information

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Security Information WORK EXPERIENCE (CONT'D.)

II. WORK EXPERIENCE (CONT'D.)
Other than CIA: (Describe work experience for the last 15 years in sufficient detail to permit specific coding of your qualifications. Include military work experience. List last position first.)

From // // 10 %/ // Lot, mo's /.	LEXACT THE OF YOUR POSITION
Classification Grade (if in Federal	
Service) 3 Salary 32650,00	Description of Duties:
Number and Class of Employees	I did statistical drafting, cartography,
Supervised: none	I did statistical drafting, cartography, Earling of Highlites 1 1 4 Continuer,
Employer De artment of Interior	toping and only a grident with a cities.
Kind of Business or organization.	
(i.e., paper products mfr, public	
utility)	Duty Station if overseas:
From 6/50 To 3/51 Tot. mo's 11	Exact Title of your position
Classification Grade (if in Federal	
Service) Salary 1.10 /br.	Description of Duties: As an absistant to the
Number and Class of Employees	executives I was responsible for purchasing shoo
Supervised: 2 - 6 glarks	for the pift shoppe and instructive clarks and
Employer But the the a Dechine,	preenhouse employees. I had fill responsiblity
Kind of Business or organization	of the looks a deash. I made reports on the
(i.e., paper products mfr, public	business and acted as sales cherk for the shopes
utility) - Musseye and Cick Chopps	Duty Station if overseas; and and landscaping bus
From 2/50 Tor/50 Tot. mo's 4	Exact Title of your position
Classification Grade (if in Federal	Assistant Bookkeeper
Service) Salary 3200 / mo.	Description of Duties:
Number and Class of Employees	I made monthly financial reports, had the
Supervised:	responsibility of the books, did tuping and
Employer Intional Peanut Courcit	other peneral office work.
Kind of Business or organization	
(i.e., paper products mfr, public	
utility) trade association .	Duty Station if overseas;
From 6/17 To 8/17 Tot.mo's 3 Classification Grade (if in Federal	Exact Title of your position
Service) Salary	Description of Duties: I worked one month
Number and Class of Employees	in the office of the Chemical storatory and
Supervised:	two months in the factory.
Employer Frieldales Co., Con. Vo.	ora,
Kind of Business or organization	
(i.e., paper products mfr, public	
utility) .	Duty Station if overseas:
From To Tot. mo's	Exact Title of your position
Classification Grade(if in Federal	CD - 6-0 street - manufacture and an extra an analysis and an extra an
	Description of Duties:
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Employer	And the state of t
Kind of Business or organization	The state of the s
(i.e., paper products mfr, public	
atility)	Duty Station if overseas:





SEC. II. WORK EXPERIENCE (CONT'D)

3. Special Work Experience: Check	k an	У	of	th	e fo	lle	o wi	ng	01	gar	iza	tio	ns b	уч	/hi	ch	
you may have been employed. 01 U.S. Secret Service		24	1		Air	E-		^	Α :	,							
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03 Military Police		26											rps				
04 U.S. Border Patrol		27											zatio				
05 U.S. Narcotics Squad		28	-							ices			ZHIII	011			
06 FBI		29											Dept				
07 Criminal Investigation Div.		30	_							gene				•			
21 Office of Naval Intelligence		31											Age				
22 Office of War Information		32								Inf				ncy			
23 Army G-2		33		-						Sc.		-					
20 Office of Strategic Services		34											fare				
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SEC. III. FOREIGN LANGUAGES		<i>3</i> 0		"F	eae	ra.		on	un	unic	atı	on	# CO	mm	1.		
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* If you have checked 'Fluent' for a lang											fer	cņ	ce ir	sp	ok	en	
and written form (e.g., Arabic), expla	in y	rol	ır	CO	mp	ete	nc	e l	ıer	ein	<u>. i</u>				1		
																	
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**Specialized Language Competence: De																	
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SEC	IV	AREA	KNOWI	EDGE

1. List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, military, commercial or professional work assignment.

,	Dates of ·	Manner in W		
Country or Region	Residence, Study	Was Aquired (check (X) one)		
,	Etc.	Residence	Travel	Study
South America	1 sem econ and mos.			7
Gustamala	7/18 to 8/18			
Mexico	7/46		X	

List specialized knowledge of Area
List specialized knowledge of foreign country such as knowledge of terrain,
coasts and harbors, utilities, railroads, industries, political parties, etc.,
gained as a result of study or work assignment. Include name of employer
or organization.

01 01 501		
Country	Type of Knowledge	How and When Gained
		,
		•

SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION)

	Per Cent of		WPM (A	prox	imate	Prefe	r Ass	signme	nt
	Time Used	Not Used	Proficie	ncy)		Using	Skill	Often	2 7.
Typing	1. drafts	۷.	60			1.	Yes	2. %	No.
Shorthand		2.	70 ·			1.	Yes	2.7	No
Shorthand S	System: 1, 🗵	Manual 2.	Machine	3.	Speedwi	iting.			

SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

1. Licenses: List any licenses or cer	
fication such as teachers, pilot, m	arine, as sailing, skiing, writing, or
etc.	other special qualifications.
	painting, skling

SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

List any professional or academic associations or honorary societies in which you hold membership.	
you hold mambership	
you note memorisary.	
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SEC, VIII, PUBLICATIONS List below the type of writing (non-fiction: profe	esional	or scien	tific ar	ticles
general interest subjects, current events, etc.				
				Jiics, be
of any published materials of which you were as	tnor or	co-autno	r.	
<u> </u>				
EC IV INVENITIONS		·		,
EC. IX. INVENTIONS Describe any devices you have invented as to typ	a of wor	k for wh	ich inte	ndad
and whether patented.	e or wor	X 101 WI	iich inte	naca
Device .			atented	
DCYACE .	(1)	Yes	(2)	No
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	1(1)	Yes	(2)	No:
	11.7	100	\-/	
C. X. CIA TESTS				
Describe below the type of tests which you have t	aken in	CIA:		
Type of Test			Date	Taken
typing, shorthand, monoral intelligence exam			8/195	1
exam for reports officer			2/12	
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CC. XI. PHYSICAL HANDICAPS				
ist any physical handicaps you may have.				
4				
C. XII. OVERSEAS ASSIGNMENT		•		
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(2) 4 year rour (2) 4 year rour (3) Net	Lateres	leu ,		
`,				
C. XIII. WORK ASSIGNMENT				
view of your total experience and education, for	r what as	ssignmer	nt in CIA	/ do
ou think you are best qualified?				
I feel I am best qualified for a reports or	2,23 11.0,	position	1.	
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SEC. XIV. MILITAR	RY STATUS		۶.,	
1. Present Draft				
Have you regis	tered under the Sclee	tive Service A	ct of 1948? Yes	No.
	e your present draft			
2. Present Reserv	ve or National Guard	Status		
Do you now hav	e Reserve or Nation	al Guard Status	Yes No.	
If yes, complet	te the following.			
1 National (Guard			
2. Air Natio	nal Guard			
3. Active Re	serve Status (membo	r of organized	unit)	
4. Inactive P	Reserve Status			
Service	Gra	de	Location	
Reserve Unit w	with which currently	iftiliated		
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Service Mobili:	zation Assignment, d	any		
Location of Ser	vice Records, if kno	wn	,	
EC, XV. CIA TRA	INING			
List the training	ig courses or subject			
Course or Subject	et		(from) Dates (to)	Hours
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EC. XVI. REMARK Use this space	S to indicate any other	qualifications	you may have which	you do
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29 MAY INCUIPE DE MACE OF YOUR PRESENT EMPLOYER REGARDING CHAPACTER QUALIFICATIONS FTC 5		<u>x · </u>		79 ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY 1/3 BUNICIPALITY If your answer to "Yee," give details in Item 39	×	
25 APP YOU A CITIZEN OF ON DO YOU OWE ALLEGIANCE TO THE U	HITED	X	╝	B Gufs the United States dout hampent employ in a civilian capacity are relative of yours (at micho of marriage) with whom you live		
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28 APE YOU HOW, OR HAVE YOU EVER BEEN A MEMBER OF A PASCIST OF TEATURE	₹GA%-		4	SPECIAL INSTRUCTIONS FOR CLAIMING VETERAN PREFERENCE		
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If your answer to question 77, 76, or 19 shows is "yes," a in Iram 19 the names of all such urganizations, association movements, groups, or combination of persons and data membership. Give complete details of your activities the single of the second point and make any explanation you desire tegated your membership or activities thereon.	* of			(B) IS THE WORD ! HONCRARIE! (IN THE WORD "RATHERACTORY ! USED	яó X	
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If your answer is "Yes," list all such cases under item halim. Gree in co.h. case (1) the date, (1) the nature of affense of vicintum, (3) the name and location of the cou (4) the penalty impured, if any, or other disposition of case. If appointed, your high-period with the (aken)	the let	ACT. JP. DV 1919.		BEARCH OF STRUCT (Army, Navy, Marine Corps, Coast Quard, etc.) Warine Corps, Coast Quard, etc.) 115	or Mil	
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23 MAYE 1991 ANY PHYSICAL MARGICAR CISTABL OR OTHER DISABIL MARGIC SHOULD BE CONSIDERED IN ASSISTANCE OUT TO ACMED. If your enamer is "Yes," gave complete delete in Items 19 that from ulderation can be direct to your physical fitness if the Job.	40	×		THIS SPACE FOR USE OF APPOINTING OFFICER ONLY. The information contained in the inswers to Question 37 above the been we	11-	
it for you pictive an emmity from the initio states on outpe by Coundra Courament under the nittlement act on any sing neutres composition for material or may a Stable, a If your answer is "Yes," give confident details in Item 33	09	×	١,	od by comparison with the discharge certificate on		
S SPACE FOR "ATTIMED AND MEANS TO CHICA DICK! TICHA (INJUNES II). FERRIT	402 04			(in analysis apply) Visit services of the ser		
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If more given is equited, use paper the same use as this juga-	wr.		a'se	or your name, withrea, date of birth, and ensumerted title. Attack to tand		
nd belief, and are made in good faith.	this	applaces	2	e are true, complete, and correct to the best of my knowledge		

As of 5. July 1951, Subject's Washington address is

3817 Davis place N.W. Phone - Ordury 1618

PERSONAL HISTORY STATEMENT

- Instructions: 1. Answer all questions completely. If question is not applicable write "NA.". Write "unknown" only if you do not know the answer and cannot obtain the answer from personal records. Use the blank pages at the end of this form for extra details on any question or questions for which you do not have sufficient room.
 - 2. Type, print, or write carefully; illegible or incomplete forms will not receive consideration.

HAVE YOU READ AND DO YOU UNDERSTAND THE INSTRUCTIONS? . SEC. 1. PERSONAL BACKGROUND Telephone: Office .. RE 1820. A FULL MAKE MX Charlotte Louise Zehrung (MM) PRESENT ADDRESS 1401-16th St., U. W. Washington, D. G. USA (Stale) PERMANENT AUDEENS __San_Rae_Gardens __Dayton_9__Ohio_RR_11__USA_(Country) B. NICKNAME _ ELECTI _____ WHAT OTHER NAMES HAVE YOU USED? NONO.... NAMES? ____ Started to use it at school. EGY LOSG: 5 YES IF A LEGAL CHANGE, GIVE PARTICULARS. C. DATE OF BIRTH _____ Dayton ___ Ohio ____ USA ______ (County) D. PRESENT CHIZEPEHIP LISA BY BIRTH! JOS BY MARRIAGE! -no. HAVZ YOU HAD A PREVIOUS NATIONALITY? 100/Yes or No. (Country) HELD BETWEEN WHAT DATES! _____ TO _____ ANY OTHER NATIONALITY! _____(Country) HAVE YOU TAKEN STEPS TO CHANGE PRESENT CITIZENSHIP: DQ . . GIVE PARTICULARS:

1955 38-1

the state of the second

E. IF BORN OUTSIDE U. S. WHEN DID YOU FIRST ARRIVE IN THIS COUNTRY? PORT OF ENTRY? ON PASSPORT OF WHAT COUNTRY? 2. PHYSICAL DESCRIPTION 22 51 8" WEIGHT 125 blue brown COMPLEXION _ med. slender BUILD OTHER DISTINGUISHING FEATURES _ 3. MARITAL STATUS MARRIED _____ DIVORCED _____ WIDOWED ____ STATE DATE, PLACE, AND REASON FOR ALL SEPARATIONS, DIVORCES OF ASSULMENTS B. WIFE OR HUSBAND (IF YOU HAVE BEEN MARRIED MORE THAN ONCE—INCLUDING ANNULMENTS—USE A SEPARATE SHEET FOR FORMER WIFE OR HUSBAND GIVING DATA REQUIRED BELOW FOR ALL PREVIOUS MARRIAGES.) NAME OF SPOUSE(First) (Middle) (Maiden) PLACE AND DATE OF MARRIAGE HIS (OR HER) ADDRESS BEFORE MARRIAGE (St. and Number) (Cd.) (State) - (Country) LIVING OR DECEASED DATE OF DECEASE CAUSE PRESENT, OR LAST, ADDRESS (St. sad Number) (City) (State) (Country) DATE OF BIRTH ______PLACE OF BIRTH ______(City) (State) (Country) IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY CITIZENSHIP WHEN ACQUIREDY WHERE? (City) (State) (Country) OCCUPATION _____LAST EMPLOYER ____ EMPLOYER'S OR BUSINESS ADDRESS ________(St. Anal Number) (G17) (State) (Country) MILITARY SERVICE FROM ______ TO ______ BRANCIFOF SERVICE ______ #.

COUNTRY ____ DETAILS OF OTHER GOVT. SERVICE, U. S. OR FOREIGN

SEC.

SEC.



	1. NAME	RELATI	IONSHIP	**********	AGE
	CITIZENSHIP	ADDRESS	imber) (City)	(State)	(Country)
		RELATI			AGE
	CITIZENSHIP	ADDRESS(8t. and Nu	mber) (City)	(State)	.(Country)
		RELATI			AGE
	CITIZENSHIP	ADDRESS(St. and Nur	mber) (City)	(State)	(Country)
SEC.	5. FATHER (Give the sam	ne information for stepfather a	und/or guardia		rate sheet)
	(Inc	pt) (Middle)		(Last)	
		living DATE OF DECEASE			
	PRESENT, OR LAST, AD	DRESS San Rae Gardens (St. and Number)	Dayton 9	, Ohio	USA (Country)
	DATE OF BIRTH 1/23	/1892 PLACE OF BIRTH R	oseville, (Dhio	USA (Country)
	CITIZENSHIPUSA	when acquired? birthe Architect	th_where?	(City) (Sta	te) (Country over 20
	EMPLOYER'S OR OWN B	USINESS ADDRESS San Rae	Gardens, I	ayton 9	, Ohio
	MILITARY SERVICE FRO	OM	RANCH OF SER	VICE	
	200220000000000000000000000000000000000				
		DETAILS OF OTHE	R GOVT. SURVI		
			R GOVT. SERVI		
ec. 6.	COUNTRY		and the specific and th	CE, U. S. O	
c. 6.	. MOTHER (Give the same	DETAILS OF OTHE	a scparate sheet	CE, U. S. O	
ec. 6.	. MOTHER (Give the same	information for stepmother on a	a separate sheet Zohrung	(fact)	R FOREIGN
ec. 6.	COUNTRY	DETAILS OF OTHE	Zehrung Layton-9	(Lac) CAUSE	USA
EC. 6.	COUNTRY MOTHER (Give the same FULL NAME Hazel LIVING OR DECEASED A PRESENT, OR LAST, ADD DATE OF BIRTH 10/17/	information for stepmother on a Charlotte Jackson (Masse) Lying Date of Decease Oress Soil Fag. Gardons; 1896 Place of Bieth Kon	Layton 9	(fact) (fact) CAUSE Chio	USA
	COUNTRY MOTHER (Give the same FULL NAME Hazel LIVING OR DECEASED A PRESENT, OR LAST, ADD DATE OF BIRTH 10/17/	DETAILS OF OTHE	Layton 9	(fact) (fact) CAUSE Chio	USA_

ENPLOYER		LAST EMPLOYER ADDRESS		
	BERVICE FROM			
COUNTRY		DETAILS OF OTHER	SOVT. SERVICE, U.	s. or foreig
7. BROTHERS A	AND SISTERS (Inclu	ding half-, step-, and ad	opted brothers and	sisters):
1. FULL NAME	Nancy	Zehrung		AGE 21
PRESENT A	DDRESS	Ill, Middletown Ho	ospital, Middle	town, Ohi
& FULL NAME	(STree)	(Middle)	1 Lant 1	AUE
PRESENT AI	DDRESS San Rae (St. and Number)	Gardens, Dayton (City) (State) Elizabeth (Middle)	9, Ohio USA	USA (Citisenship)
8, FULL NAME	Mary	Elizabeth	Zehrung	AGE _15
PRESENT AL	ODRESS San Re (St. and Number)	e Gardens, Dayto	n 9, Ohio US	A USA
4. FULL NAME		(Middle)		
PRESENT AD	DDRESS (St. and Number)	(City) (State)	(Country)	(Catizenship)
5. FUIL NAME	(Float)	(Middle)		AGE
		(t'lly) (State)		
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. FATHER-IN-L	7	•	•	
FULL NAME	(Pirst)	* (Alifelia)	(Lint)	
		DATE OF DECEASE	CAUSE	-4×1144- 1430000011111111111111
PRESENT, OR	LAST, ADDRESS	(St. and Number) (Cit,		*
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	FULL NAME (first)	{} ! kklie}	(£abrt)	2250,1422518469696969
	LIVING OR DECEASED DATE	OF DECEASE	CAUSE	1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
	PRESENT, OR LAST, ADDRESS(St. and	Number) (City		(Country)
	DATE OF BIRTH PLACE OF	BIRTH		Sábha a sása a santa a chandh
•	IF BORN OUTSIDE U. S. INDICATE DATE 3	AND PLACE OF EN	TRY	\$160 E \$450 A \$250 A \$200 B B
	CITIZENSHIP WHEN ACQUIR	ED?	WHERE?(Clu) (Si	ale) (Country)
	•	ST EMPLOYER		
SEC.	10. RELATIVES BY BLOOD, MARRIAGE OF OR WHO ARE NOT CITIZENS OF THE U			E ABROAD
	1. NAME Col. Paul Zehrung			
	CITIZENSHIP USA ADDRES 2. NAME distant relatives in Swe	S HI USA PE,	APO 633 %Po	at Mastor
	Grandparents on Nother's	i sido camo f	rom Sweden	
	CITIZENSHIP ADDRES			
-	3. NAME			
A CONTRACTO	CUTIZENSHIP	(St. sed Number)	(City) (State)	(Country)
SEC.	11. RELATIVES BY BLOOD OR MARRIAGE THE U.S. OR OF A FOREIGN GOVERNMI		ARY OR CIVIL SE	RVICE OF
	1. NAMECol. Paul Zehrung			
	CITIZENSHIP USA ADDRESS TYPE AND LOCATION OF SERVICE (IF KNO	SET USA SE, (Stand Number)	APO 633 %Post	Master. "Newy N.Y. e HI USA Fi
	2. NAME Major Jack Macklin			
	CITIZENSHIP USA ADDRESS			USA
	TYPE AND LOCATION OF SERVICE (IF KNOW	nn) Pantagon,	leashington, D	
	3. NAME Mrs. Elsie Dickent	RELATIONSHIP	Aunt	155
	CITIZENSHIP USA ADDRESS	314 N 29th	St. Billings,	Mont. USA
•	TYPE AND LOCATION OF SERVICE (IF KNOW	(X) Social wo	rk - Dent. of	Interior
	(5)	-located 1	n Kontana	to apply t

SEC. 12. POSITION DATA

•	A KIND OF POSITION APPLIED FOR Administrative position with Latin America, Economist, Statistician, or temporarily as a Stanographer
	B. WHAT IS THE LOWEST ANNUAL ENTRANCE SALARY YOU WILL ACCEPT? \$ 3,100. (You Will Not Be Considered For Any Position With A Lower Entrance Salary.).
	C. IF YOU ARE WILLING TO TRAVEL, SPECIFY: OCCASIONALLY
	FREQUENTLY, CONSTANTLY
	D. CHECK IF YOU WILL ACCEPT APPOINTMENT, IF OFFERED: IN WASHINGTON, D. C
	ANYWHERE IN THE UNITED STATESOUTSIDE THE UNITED STATES
1/2-1	E. IF YOU WILL ACCEPT APPOINTMENT IN CERTAIN LOCATIONS ONLY, SPECIFY LOCATIONS:
Magr. A. *	13. EDUCATION
	ELEMENTARY SCHOOL West Carrollton, O. USA
	DATES ATTENDED 1933 - 1944 GRADUATE? Yes
	HIGH SCHOOL Oakwood High School Dayton 9, Ohio USA (Country)
	DATES ATTENDED 1944 - 1946 GRADUATE: Yes
	COLLEGE Syracuse University ADDRESS Syracuse, New York USA
	COLLEGE Syracuse University Address Syracuse, New York USA (City) (State) (Country) MAJOR AND SPECIALTY Economics & Spanish Ars Completed 4
	MAJOR AND SPECIALTY ECONOMICS & Spanish Completed 4 DATES ATTENDED 1946 - 1950 DEGREE . BA
	MAJOR AND SPECIALTY ECONOMICS & Spanish Completed 4
	MAJOR AND SPECIALTY ECONOMICS & Spanish are COMPLETED 4 DATES ATTENDED 1946 - 1950 DEGREE BA COLLEGE Universidad de San Cappages Guatemala City, Guatemala (1997)
	MAJOR AND SPECIALTY ECONOMICS & Spanish COMPLETED 4 DATES ATTENDED 1946 - 1950 DEGREE BA COLLEGE Universided de San Carles Guatemala City, Guetemala College (Cay) (State) (Color) MAJOR AND SPECIALTY Spanish YEARS COMPLETED 5 Credits DATES ATTENDED SUMMER 1948 DEGREE DONE Eiven
	MAJOR AND SPECIALTY ECONOMICS & Spanish Completed 4 DATES ATTENDED 1946 - 1950 DEGREE BA COLLEGE Universided de San Capleas Guatemala City, Guetemala (Completed Completed Spanish YEARS COMPLETED 5 credits

SEC. 14. ACTIVE U. S. OR FOREIGN MILITARY SERVICE none

	(Last Station) (Serial Number) (Type of Discharge)
	SELECTIVE SERVICE BOARD NUMBER
	IF DEPERRED GIVE REASON
	INDICATE MEMBERSHIP IN MILITARY RESERVE ORGANIZATIONS
1	15. CHRONOLOGICAL HISTORY OF EMPLOYMENT FOR PAST 15 YEARS. ACCOUNT FOR ALL PERIODS. INCLUDE CASUAL EMPLOYMENT. INCLUDE ALSO PERIODS OF UNEMPLOYMENT. GIVE ADDRESSES AND STATE WHAT YOU DID DURING PERIODS OF UNEMPLOYMENT. LIST LAST POSITION FIRST. (List all civilian employment by a foreign government, regardless of dates.)
	FROM 4/51 TO CLASSIFICATION GRADE 3 (IF IN FEDERAL SERVICE)
	EMPLOYING FIRM OR AGENCY Board of Geographic Names Interior Blog.
	ADDRESS C & 18th Stg., H. W. Washington, D. C. USA (St. and Number) (Cry) (State) (Country)
٠	KIND OF BUSINESS NAME OF SUPERVISOR Mrs. Mildred Loom
	TITLE OF JOB Statistical Draftsman SALARY & C.CEO PER YE.
	your puries drawing discritics, drafting, typing
_ `	***************************************
	REASONS FOR LEAVING botter position more in my interests
	FROM 5/50 TO 4/51 CLASSIFICATION GRADE (IF IN FEDERAL SERVICE)
	EMPLOYING FIRM OR AGENCY San fige Gardons, Inc.
	ADDRESS Box 240 Dayton 9, R. R. 11 Chio USA (St. and Number) (City, (State) (Country) Par & Chicochy 10
	KIND OF BUSINESS MURSORY NAME OF SUPERVISOR Ray &CKOChilo
	TITLE OF JOB clerk SALARY \$ 1.10 PER hr.
	Your Duties bookkeeping, trains, cle king, making financial reports, ordering wholesels, making floral arrangements

FROM	2/50	705/!	70	CLASSIFIC	ATION GRADERAL BERY	DE VICE)	a s s se proprio de compansión de la compansión de la compansión de la compansión de la compansión de la compa
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7. GENERAL QUALIFICATIONS
A. FOREIGN LANGUAGES (STATE DEGREE OR PROFICIENCY AS "SLIGHT," "FAIR," OR "FLUENT")
LANGUAGE Spanish SPEAK fluont READ fluent WRITE fluent
LANGUAGE Franch SPEAK slight READ Fair WRITE foir
· LANGUAGE SPEAK READ WRITE
B. LIST ALL SPORTS AND HOBBIES WHICH INTEREST YOU: INDICATE DEGREE OF PROFICIENCY IN EACH:
Art-drawing, painting, crafts, studied at school - good
Swimming, good; Reading; Knitting, good; Basketball, fair;
tennia, fair
C. HAVE YOU ANY QUALIFICATIONS, AS A RESULT OF TRAINING OR EXPERIENCE, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION?
I have spent a summer in Gustemals, living with a Gustemalan
family, learning the life and ways of a Spanish family and cit
I have quite a complete knowledge of the florist business from
helping my father over a period of about 8 years.
D. LIST ANY SPECIAL SKILLS YOU POSSESS AND MACHINES AND EQUIPMENT YOU CAN USE, SUCH AS OPERATION OF SHORT-WAVE RADIO, MULTILITH, COMPTOMETER, KEY PUNCH, TURRET LATHE, SCIENTIFIC OR PROFESSIONAL DEVICES:
calculator
W11 11-1 A-1
APPROXIMATE NUMBER OF WORDS PER MINUTE IN TYPING

E. ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION, BUCH AS PILOT, ELECTRICIAN, RADIO OPERATOR, TEACHER, LAWYER, CPA, ETC.	
IF YES, INDICATE KIND OF LICENSE AND STATE	
FIRST LIC. OR CERTIFICATE (YR) LATEST LIC. OR CERTIFICATE (YR)	
F. GIVE ANY SPECIAL QUALIFICATIONS NOT COVERED ELSEWHERE IN YOUR APPLICATION SUCH AS: (1) YOUR MORE IMPORTANT PUBLICATIONS (DO NOT EUBMIT COPIES UNLESS REQUESTED) (2) YOUR PATENTS OR INVENTIONS (3) PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE. (4) HONORS AND FELLOWSHIPS RECEIVED	
3-I did a lot of extempt and declamation work in public sp	eaking
contests in high school. I am a member of the National	Forensic
League.	·
4-I received a partial scholarship from Chapel at Syracuse	
University	
G. HAVE YOU A PHYSICAL HANDICAP, DIBEASE, OR OTHER DISABILITY WHICH SHOULD BE CONSIDERED IN ASSIGNING YOU TO WORK! IF ANSWER IS "YES," EXPLAIN:	-
	,
	·
A DO YOU RECEIVE AN ANNUIT? FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? IF ANSWER IS "YES," GIVE COMPLETE DETAILS:	
,, , , , , , , , , , , , , , , , , , ,	62
	,

	REFERENCES—IN THE U. S.—WHO KNOW YOU INTI- and business addresses where possible.)
1. Mr. John Lewis	Street and Number City State BUS ADD Oakwood High School, Dayton, Ohio RES ADD NA
2 Mr. Herbert Holder	nus Ann Frigidaire, Plant 2, Payton 9, Ohio RES. ADD. 11 Winding Way, Dayton 9, Ohio
••	. V.D.BUS ADD Harries Bldg. Dayton Ohio RES ADD NA
4 Mr. George Pohlm	eyer Bus ADD NA RES ADD 96 Winding Way, Dayton, Ohio
5. Kiss Katherine S	res and 59 Wiltshire Dayton 9, Ohio
	S WHO KNOW YOU SOCIALLY IN THE UNITED STATES— TIVES, SUPERVISORS, OR EMPLOYERS—(Give residence possible.)
ı Miss Meadosia Lor	Street and Number City State CGD BUS. ADD. LIA RES. ADD. R. R. 2 Cazanovia N. Y.
2. Mrs. Ed Eastin	BUS ADD San Rae Gardens Dayton 9, Ohio RES ADD Pease Ave., West Carrollton, Chio
3	BUS. ADD. Arlington Anex, Arlington, Va. RES. ADD. 1401-16th St., N. W. Washington DC
4. Mr. Harry Solwert	Bus App. Valv. of Syracuse, Syracuse, R.Y. RES App. WAA.
5. Lin. Bullet Bohm	Bus app. Winter's National bank, Dayton, O. nes, app. 259 Greenmont blvd. Dayton 9, O.
SEC. 20. GIVE THREE NEIGHBORS (Give residence and business as	•
	BUS ADD Same City State Bus ADD Same Dayton 9, Ohio RES ADD Same R. 5. 11
School 2. Miss Shells Dewoy neighbors 3. Miss Marilyn Mor	BUS ADD NA RES ADD Box 303 Sponcer, M. Y. ris BUS ADD NA RES ADD S11 Abbott St. Highland Park
OF OTHER INCOME	ENDENT ON YOUR SALARY? Y 99 IF NOT, STATE SOURCES
	end Tillit Co., Washington, D. C.

and the state of

	C. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY?DO					
	D. GIVE THREE CREDIT REFERENCES—IN THE U.S. 1. NAME					
Sec.	22. RESIDENCES FOR THE PAST 15 YEARS FROM 4-1-51 TO Present 1401-16th St., N.W. Washington, P.C. USA (St. and number) (City) (Hate) (Country)					
	FROM 5-50 TO 4-51 San Rae Gardens, Dayton 9, Ohio USA (St. and number) (City) (State) (Country)					
	FROM 2-50 TO 5-50 2601-16th St., NV Washington, D.C. USA					
	FROM 9-48 TO 2-50 901 %alnut Ave., Syracuse, N. Y. USA (Et. and number) (City) (State) (Country) (Et. and number) (City) (State) (Country)					
	FROM 9-46 TO 9-48 two cottages of Syracuse Univ, Syracuse (St. and number) (City) (State) (Country) USA					
	7-48 - 8-48 9 C.P. # 30 Guetemala City, Guetemala					
	FROM time before this San Rae Gardens, Dayton 9, Ohio USA (State) (Country) (St. and mumber) (City) (State) (Country)					
	FROM TO					
SEC.	23. RESIDENCE OR TRAVEL OUTSIDE OF THE UNITED STATES					
	A. FROM 7-46 TO Kexico City L'exico tourist					
	FROM 7-48 TO 8-48 Gustemala City Gustomala student .					
	FROM TO					
	FROM TO					
· Commence	FROM TO (Gautte) (August)					
Sec. :	24. CLUBS, SOCIETIES, AND OTHER ORGANIZATIONS LIST NAMES AND ADDRESSES OF ALL CLUBS, SOCIETIES, PROFESSIONAL SOCIETIES, EMPLOYEE GROUPS, ORGANIZATIONS OF ANY KIND (INCLUDE MEMBERSHIP IN, OR SUPPORT OF, ANY ORGANIZATION HAVING HEADQUARTERS OR BRANCH IN A FOREIGN COUNTRY) TO WHICH YOU BELONG OR HAVE BELONGED: Dolto Gamma - Pho 901 Valuations - Symposium - H. W. 183					
	Delta Gamma - Pho 901 Walnut Ave., Syracuse, N. Y. USA (Namu and Chapter) (Strand Number) (Cor) (State) (Country) DATES OF MEMBERSHIP: 1947-50 active - 1950 to present inactive					
	2. Spanish Club Syracuse Univ., Syracuse, N. Y. USA					
	(Name and Chapter) (81 and Striker) (City) (blate) (Country) DATES OF MEMBERSHIP: 1947 - 8 - 9					
	3. Economics Club Syracuse Univ., Syracuse, N. Y. USA (Name and Chapter) (St. tief Number) (Civ.) (State) (Country)					
	Westminster Presbytorian Clurch - Dayton 9, Chio USA a session					
	9. Brownies - Grade School - West Carrollton, Obio USA					

E. LIS	T BELOW THE NAMES OF GOVERNMENT DEPARTMENTS, AGENCIES OR OFFICES TO ICH YOU HAVE APPLIED FOR EMPLOYMENT SINCE 1940: NPA & DPA; Atomic Energy Commiscion; Council of Geometic Advisors; Council of Geometic Advisors; Council of Geometic Advisors; Council of Geometic Advisors; Council of Geometic Advisors; Council of Geometic Advisors; Council of Geometic Advisors; Council of Geometic Management (Council Council --------	--
E. LIS	T BELOW THE NAMES OF GOVERNMENT DEPARTMENTS, AGENCIES OR OFFICES TO ICH YOU HAVE APPLIED FOR EMPLOYMENT SINCE 1940: NPA & DPA; Atomic Energy Commission; Council of Conomic Advisors; Yourd of Geographic Names	
E. LIS	T BELOW THE NAMES OF GOVERNMENT DEPARTMENTS, AGENCIES OR OFFICES TO ICH YOU HAVE APPLIED FOR EMPLOYMENT SINCE 1940:	
E. LIS	T BELOW THE NAMES OF GOVERNMENT DEPARTMENTS, AGENCIES OR OFFICES TO	
	**	
****	VE YOU EVER PEFN COURT-MARTIALED WHILE A MEMBER OF THE ARMED FORCES?	
	TOTAL VALUE AND A CANADA AS A DOUGLA DATA.	
LA	NE YOU EVER BEEN ARRESTED, INDICTED OR CONVICTED FOR ANY VIOLATION OF WOTHER THAN A MINOR TRAFFIC VIOLATION? IF SO, STATE NAME OF COURT, CITY, ATE, COUNTRY, NATURE OF OFFENSE AND DISPOSITION OF CASE;	
EX.	an occasional drink at dinners and parties	
R. DO	YOU USE, OR HAVE YOU USED, INTOXICANTS: YES IF SO, TO WHAT	
IF	"YES," EXPLAIN:	
ER	NAMENT IN THE UNITED STATES!	
EV	O YOU ADVOCATE OR HAVE YOU EVER ADVOCATED; OR ARE YOU NOW OR HAVE YOU SER BEEN A MEMBER OF, OR HAVE YOU SUPPORTED, ANY POLITICAL PARTY OR ORGANI- ATION WHICH ADVOCATES THE OVERTHROW OF OUR CONSTITUTIONAL FORM OF COV-	
	ATES OF MEMBERSHIP: 1945-6 SCELLANEOUS	
To year.		
D.A	Sigma Theta Phi - Dayton 9, Ohio USA high school sorority (Name and Chapter) (St. and Number) (City) (Mate) (Country)	
ß	(Name and Chapter) - (St. and Number) (CRp) (State) (Country)	
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	2nd & 1st Cabinot - Chapel - Syracuse Univ., Syracuse, N.Y. U	
	ATES OF MEMBERSHIP: 1946-7-8-9	
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Sec. 11 - Mr. Jin Johrung, Sr. Uncle.

USA 1210 Wilson Dr., Dayton, Ohio USA

Mechanical Engineer - Wright Air Field,

Dayton, Ohio

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This Change Comm

CONFIDENTIAL SECURITY APPROVAL

Tilly a

Date: 16 Oct. 1951

To: Chief, Covert Fersonnel Division

Your Reference: L2419

from: Chief, Security Division

Case Number: 56840

SUBJECT: ZEHRUNG, Charlotte Louise

- 1. This is to advise you of security action in the subject case as indicated below:
- Security approval is granted the subject person for access to classified information.
- Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.
- The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of Paragraph H of Regulation 10-9.
- 2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.
 - 3. Subject is to be polygraphed as part of the 200 procedures.

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CONFIDENCIAL CONTRACT

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CONFIDENTIAL

	INTEROFFICE MEMORANDUM
	Date: 4 August 1951
TO: Chief,	Covert Personnel Division
FROM: Chief.	Security Division
SUBJECT: ZI	EHRUNG, Charlotte Louise 56840
	erence is made to your request for security clearance of the subject s being considered for employment in the following positions
2. This	s is to advise you of the following security action:
employmo	Provisional security clearance is granted to permit subject's ent on a temporary basis in the following area or in the following y: D Street Pool
3. CIA	This clearance is granted upon the condition that subject: 1. not access to classified material; 2. not have access to secure areas; not be issued a badge or credential; 4. not represent himself as a employee; and 5. not be assigned to any unclassified duties other indicated above.
should n completi quested Secret.	Name-checks have been completed on this person. Arrangements ow be made by your office for an interview in this Division. Upon on of this interview further consideration will be given to the re-Limited clearance for access to information classified no higher than if subject has not entered on duty under a previously granted fre-clearance the interview should be arranged after entrance on duty.
	Subject in security approved for temporary appointment to a posi- uiring access to information classified no higher than Secret.
rity advid	Officials of the employing office should be advised of this secu- limitation and should be instructed to supply future supervisors with se as to the limitation so as to insure continued compliance.
actio	Security action to effect full approval is continuing and your se will receive advice of full clearance upon completion of this on. Upon receipt of full security clearance, the present limitation be rescinded and supervisors should be advised accordingly.
3. [H	. Rospi

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DEPARTMENT OF INTERIOR

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Ellective Date: April 2, 198	hogi lar	
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Departmental or Field	Departmental	HATURE OF POSITION
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EMEAU NOTIFICATION COPY

GIANDARD FORM SO (1 FATT)
UNITED STATES
CIVIL BERVICE COMMISSION
OCTOBER 1946

NOTIFICATION OF PERSONNEL ACTION B, DATE OF BIRTH BTAG A 1. NAME (MR.-MIDS-MRS-FIRST-MIDDLE INITIAL-LAST) 1/12/40 This is to notify you of the following action affecting your employment: 8. EFFECTIVE DATE | 7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY NATURE OF ACTION (USE STANDARD TERMINOLUGY) (To except Excepted Apple 8/26/51 Sugaration with Control Intolligonoo TO Agency S. POSITION TITLE Statistical Praftsons (GS-1853-3-603) B. SERVICE, GRADE, BALARY 65-5, \$2650.00 por carmen Office of the Secretary 10. ORGANIZATIONAL DESIGNATIONAL Division of Goography Research Bramh II. HEADQUARTERS Washington, D. C. DEPARTMENTAL 12. FIELD OR DEPT'L DEPARTMENTAL FIRE 18, REMARKS Any leave remaining to your credit will be transferred. reparated without recopleyment rights. - १९४१ के विकास के तार के किए के किए के किए के किए के किए के किए के किए के किए के किए के किए के किए के किए के क 19. POSITION CLASSIFICATION ACTION 15 VATERAN S PREFERENCE 23 SUBJECT TO C & 21. DATE OF DATH RETIREVENT ACT (ACCESSIONS ONLY) lassed.oss Berking Mon Perd, Interior, Office of the Ode (claimed)

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STANDARD FORM 61 (NEVISED APPRIL 1909) romur gater by tivil texex e commission Chapter as federal perticales manual

APPOINTMENT AFFIDAVITS

IMPORTANT .-- Before swearing to these appointment affidavits, you should read and understand the attached information for appointed

Interior	Office of Scre	tory Washing ton D.C.
1, Charlotter	Ling horsen	, do solemnly swear (or affirm) that-
A DATH OF OFFICE	8	•

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, SO HELP ME GOD.

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will I become a member of such organization during the period that I am an employee of the Federal Government.

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization.

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not paid, or offered or promised to pay, any money or other thing of value to any person, firm or corporation for the use of influence to procure my appointment.

E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers contained in my Application for Federal Employment, Form No. 5.2...... which I have reviewed, are true and correct as of this date with the exceptions noted in the Declaration of Appointee on the reverse of this form. (If no exceptions, write "None" on the Declaration of Appointee.)

Subscribed and sworn before me this NOTE .-- If the oath is taken before a Notary Public the date of expiration of his dommission should

LECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Question 3 is to be answered in all cases, otherwise answer only those questions which require an answer different from that given to the corresponding questions on your application form. If no answers are different, write "NONE" in Item 10, below. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. Impersonation is a criminal offense and will be prosecuted accordingly.

1, PRISENT ADDRESS (atreet and number, co						Maria Maria		
1401 16th St.	11.60-	,	19/3	54	ington D.C.		٠.	
E (A) DATE OF BIRTH	(B) PLACE OF BIRTH (c	ily of	town	and S	State of country)	elem, hardin, ay dan egga, ay,	***************************************	
1/12/29	Dayton	•	, (9.	. U.SA			
R. (A) IN CASE OF EMERGENCY PLEASE NOTIFY	(#) P.F.				STREET AND NUMBER, CITY AND STATE	(0) TE	LEPHONE	NO.
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4. DOES THE UNITED STATES GOVERNMENT EMPLOY THE PAST 24 MONTHS! YES 400 If so, for each euch relative fill in the b!						ah Pro Jarii UC	IAE TIÁEO	MITHIN
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INDICATE "YES" OR "NO" ANSWER BY IN PROPER COLUMN	PLACING "X"	YES	но	TTEM NO.	10. SPACE FOR DETAILED ANSWERS TO OF WITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH		d to translation-time	APPLY
B. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE	to the united byatest ,	×				********	*******	
A ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE. I MUNICIPALITY?	***************************************		×		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
If your answer is "Yes", give details in it	em 10.	·	12					******
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If your answer is "You", list all such case the in each case (1) The data, (2) the na or violation; (3) the name and location of panelty improach, if any, or other disposit appoints will be tak	on under Itam 10. Iura of the offenta the court, (4) the Iton of the case	' ₁ _	X					
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INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before whom the feregoing certificate is made shall determine to his now settafactor that the appointment we old be in each eliminate with the Givil Service Act, applicable Civil Service Rules and despitation and news of Congress pertaining to appointment.

This form should be checked for holding of office pension, suitability in consistent with any record of recent discharge or arrest, and participating for the following.

toticwing.

(1) limitity of appointed - The appointed's signature and landwining are to be competed with the application in the other pertinent gragers. The plus of appointed appearance in the plus of appearance in a product the instead extribute. The appoint the two size be questioned on his personal history for agreement with his previous statements.

previous sustainments.

(2) Ago If definite age limits have been established for the position, included by steteratural that applicant is not outside the size range for appendiment. Until such determination to smalle, the appointment is not be consumment.

(1) Cutamathy with appainting officer is responsible for observing the etizability pre-violate of (1) the Civil Service Rules and (4) appropriation with Form 61 Constructes an amidiant for both purposes and is acceptable prior of citizenship states in the above of could citiz evolute. In doubt if cover the preparation at about the transfer of the citizenship states about not be consumed and entering the formation of the citizenship states about the citizenship states about the citizenship states about the citizenship of

(4) Mainhors of Faculty in Section 9 of the Civil Service Act provides that therefore there are always two or more members of a family serving hidder production of retrainment any intensity of the consideration servine, no other negligible for the competitive servine, no other negligible for the competition of permanent appointment in the competitive servine. The appointments of permanent appointment and perform servine to vertical participation of permanent appointments in the competitive servine. The appointments of permanents infrantly province after any apply to transport only of productions. Do obtain assessing to contract to the of proposate office of the Civil Servine Come, seem for decimal.





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WASHINGTON, D. C.

Date of Aution

Re: Mass Charletto L. Kehrung San Kac Gardens, R.R. 11
Dayton 9, Chio

INDEPINITS APPOINTMENT

Effective Dates

	From	T o
Position		. Statistical Draftsman
Grade and Salary		68-3. \$2650.00 por annum
Bureau		(4S-1533-3-504) Office of the Scoretary
Branch	•	Division of Goography Research Branch
Headquarters	•	Washington, D. C.
Departmental or Field	·	Pepartmental

O. I. - Martha E. Reid

This appointment is subject to a trial period of one year. Subject to investigation.

Under this appointment you will be severed by the National Social Security & are .

FEB 15 1951

B & * AL

(SGD) JHOMAS H. TELLIER

Signed, ARRECCO Pagemont

Appropriation lide: Unlegational Working Fund, Interior, Board on Geographic Hands, Sundry, 1951.

Authorized to be a control of the enterior name and

Miss Tohrung has been selected for appointment from Civil Service Cortificate H-2580.

Her Civil Service papers, nedical certificate, and Fore 65 for pre-appointment levelty chock are attached.

At tachmarzo.

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DEPARTMENTAL ACTION COPY

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	H-2580 dated 1/16/51
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ALLOCATION APROVAL

88-1533-3-504

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STANDARD FORM 65 Promingate 6 August 4, 1987, by Clear Feer fee Committeding (Clearford 2, F. F. N.)	THIS FORM TO BE US	ED ONLY FOR APPLICANTS	AND ACTOIN	ICLS CA	TS AND APPOINTEES
	BYC	HECKS AND INQUIRIES ARE IVIL SERVICE COMMISSION IT I—LARLURIVE ORDER 1935]	1		infi stau meth)
TO: The following information contacts to the contact of the conta	in is furnished for identific nined in grow files. (Thu	ation purposes on the forcerpoints of this pe	primit ha	med below. K	indly furnish a report on a
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& SPECIAL NUMBERS KNOWN Idealification, plea receival	TO REQUESTING AGENCY (FRI:	number of FAI file minime, per site. Frankry which	beerlast none	bor, Army or Navy	eurial number, semman's reflicate
	rity No. 069-24-31				
L PLACE OF BIRTH		6. DATE OF BIRTH		7. TITLE OF POSI	* * * *
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B. SCX	S. MARITAL STATUS	13. IF MARRIED, GIVE SPO	USES FULL I	AME, AND DATE A	IU PLACE OF BIRTH
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TEMPOHARY BUILDING "R". 3RD & JEFFCHSON DRIVE, 6. W.	3/14/51 2/14/51					
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PRELIMINARY REPORT OF CLEARANCE ON INITIAL CHECKS						
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Personnel Officer PERSONAL	AFFL					
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CONFIDENTIAL	5. Excepte 4/7//					
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ZUMNING, Charlette Levice (Ala: Sharri)	1/12/29					
A. PROPOSED POSITION, ORGANIZATIONAL DESIGNATION, AND PLACE OF EMPLOYMENT						
A series of the former of the series of the	•					
Preappointment loyalty check has been made on the above applicant	for a 'sensitiva' posis					
tion, pursuent to Chapter 12 of the Federal Personnel Manual. This of						
tory information regarding this person's loyalty.						
No further papers are required if the proposed action is the	eppointment of a person					
employed by another agency and you have determined from the loxing ag						
or incumbent check has been completed.						
For any other type of appointment action, please submit to th.	is office within three					
working days after the appointee enters on duty (1) application, (2)	file covering any in-					
vestigation or inquiry conducted by your agency on a preappointment to Form 87 (fingerprint chart) unless fingerprint search has already, been						
9A helow,						
TA. FINGERPRINE SEARCH HAS BEEN COMPLETED AS PARE OF THE PREAPPOINTMENT LOVAL	TY CHECK.					
NIC 8. FINGERPRINTS HERE NOT SUBMITTED AS PART OF THE PRESPOSITION LOCALITY CHE	er.					
C. FINGERPRINTS WERE UNCLASSIFIABLE. YOU MAY TITHER (1) MAFE THE APPOINTMENT AT ONCE AND \$22-617 REPRINTS WITH, THE OTHER REQUIRED PAPERS, OR 121 WITHHOLD APPOINT AND SUBMIT REPRINTS SPRANTELY ROR CONFLETION OF FINGERPRINT SEARCH BEFORE YOU DECIDE UMEINED TO APPOINT.						
UNCLASSIFIABLE FINGERFRINTS ARE AFFACHED.						
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Please use the copy of this natice for your transmittal or reply- vided on the back for your convenience. A reply is required, even though						
sary to transmit forms in this case.						
Melin	lifue					
REGIONAL DIRECTOR						

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1. Porme etti	sched as requested. Proposed personnel action effectedApril 1001951	
2. Forms not	submitted because proposed personnel action dropped from consideration.	, , , , , , , , , , , , , , , , , , ,
employed h	submitted because this is an appointment without break in service of a person which small process and it has been determined from the Official Personnel Folder increases the appointment of incumbent check has been completed.	he was
4. Reprints of	on Standard Form 87 attached. Decision regarding appointment will not be made will the FBI languagement search have been received.	iedd the
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STANDARD FORM 78 ED STATES CIVIL SERVICE COMMISSION ARY 1949 FEDERAL PERSONNEL CERTIFICATE OF MEDICAL EXAMINATION MANUAL CHAPTER ME (Applicant must supply information below to heavy line)
(Typewrite, or Print in Ink) 1. MR. MRS. (FIRST NAME) & DATE OF BIRTH 3. MALE Ulm rlotte Zehrung January 18, 1889 le. P FEMALE TILL OF PUSITION San Rae Gardens, Asyton 3, Onto Statistical Draftsman a Dirantment on Bure Author which you are to be improved Ciffice of the Secretary Interior - Division of Geography LOCATION Kashington, D. C. 8. ARE YOU NOW LMPLOYED IN THE POSITION SHOWN IN ITEM ST YES 1 NO. IF YOUR ANSWER IS "YES," GIVE THE DATE OF YOUR ORIGINAL APPOINTMENT TO THIS POSITION: B. (A) HAVE YOU ANY PHYSICAL DEFECT OR DISABILITY WHATSOEVER! TYES 🖫 NO. IF YOUR ANSWER IS "YES," GIVE DETAILS: (7) DOCS THE VETERANS ADMINISTRATION NECOGNIZE SERVICE CONNECTED DISABILITY IN YOUR CASE! YES 17 NO (C) HAVE YOU EYER RICEIVED DISABILITY RETIREMENT FROM THE U.S. CIVIL SERVICE COMMISSION? TES NO Bign your name in INK as it oppears on your appli-cation in the presence of the physician for purpose of identification. DOCTOR: All questions on both sides of this certificate and on the lower half of the attached Health Qualification Placement Record must be answered. Before beginning the examination refer to items 9 and 10 on the Health Qualification Placement Record so that you will have knowledge of the physical requirements of the position to which the applicant is to be appointed. Sign both this certificate and the Health Qualification Placement Record. 1. HEIGHT: Z EYES (A) DISTART VISION (SHELLEN): WITHOUT GLASSES: RIGHT/O LEFT 3 CO WITH GLASSES, IF WORN: RIGHT 25 LEFT 3 O (D) WHAT IS THE LONGEST AND SHORTEST DISTANCE AT WHICH THE FOLLOWING SPECIMEN OF JAEGER NO. 2 TYPE CAN BE READ BY THE APPLICANT? TEST EACH EVE SEPARATELY. WITH GLASSES, IF USED: employers in the Federal classified service as may be requ by the Civil Service Commission or its authorized representative. This order will supplement the Executive Orders of May 29 and June 18, 1991 (Executive Order, Suptember 4, 1921). (C) EVIDENCE OF DISEASE OR INJURY: RIGHT. *(II) COLOR VISION: IN COLOR VISION HOWMAL WHEN IL-HIHARA OR OTHER COLOR PLACE TEST IS USED? [] YES IT NOT, CAN APPLICANT PASS LANTERN, YARN OR OTHER COMPARABLE TEST? [] YES [] NO 3. CAIS. (CONSIDER DENOMINATORS INDICATED HERE AS NORMAL RECORD AS NUMERATORS THE GREATEST DISTANCE HEARD) ORDINARY CONVERSATION: RIGHT EAR AND LEFT EAR AND EVIDENCE OF DISEASE OR INJURY-RIGHT EAR AND LEFT EAR _____Links & NOSE 1 PARA HASAL SINUSES TAORHT ONA HTUOR 2 . In second of . りっとかりつかいへん Musual. TYES INO IF YES, IS ULCER! LACTIVE 7. GASTRO-INTESTINAL (A) HISTORY OF PEPTIC ULCER: QUIESCENT DATE OF LAST X-RAY. HOW LONG"... y minut SYMPTOMS PRESENT, IF ANY (Severity, trequency, etc.): TREATMENT (Use apace under "Remarks" if needed):

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B. HEART AND DLOOD VESSILS 710-9	(A) BLOOD PRESSURE: MM, HG SYSTO	
(B) IS ORGANIC HEART DISEASE PRESENT? [] YES [] NO	(C) IF ORGANIC HEART DISEASE IS PRES	
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II. HERNIA: YES X NO. IF "YES," NAME VARIETY: INGUINAL, YENT	VAL, FEMORAL, POST-OPERATIVE, ETC.	Agramatic and a second
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HEALTH QUALIFICATION PLACEMENT RECORD

(This section is comparable to Standard Form 90 promulgated March 1948 by Bureau of the Budget Circular A-24)

(A) SRIEF DUTLING OF WHAT WORKER DOES For the physician's use, set down in brief and simple terms what the employee does on this job, including sourcommental details such no stairs to climb, distance to rest-cook facilities, carteria, wast-shift, etc. (Use Society 9 below)	(b PRINCAL DEMANDS OF THE POSITION In Section 10 below excircts the number of those factors which are essential to the duties of the position for which this applicant is being considered. The biand spaces may be used for useful factors not listed.
TO BE COMPLETED BY APPOIN	TING OFFICER: Sections 9 and 10
A ARE YOU NOW EMPLOYED IN THE POSITION SHOWN IN TILM ST 1 YES 12 HO.	IF YOUR ANSWER 3" YES" GIVE THE DATE OF YOUR ORIGINAL APPOINTMENT TO
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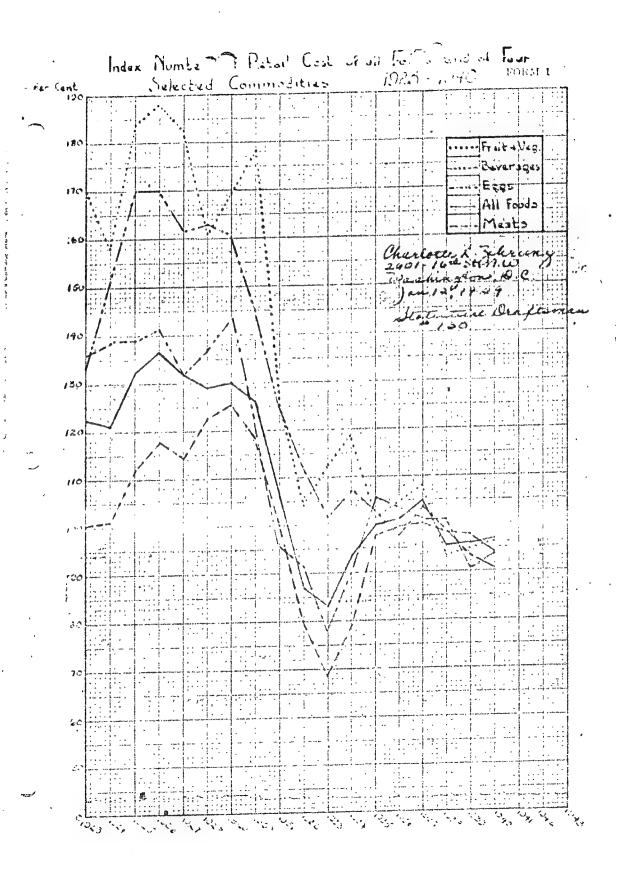
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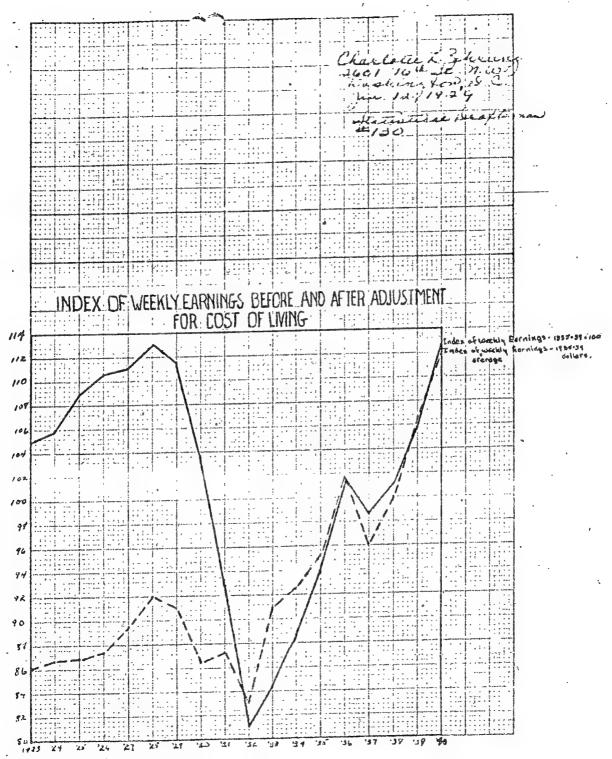
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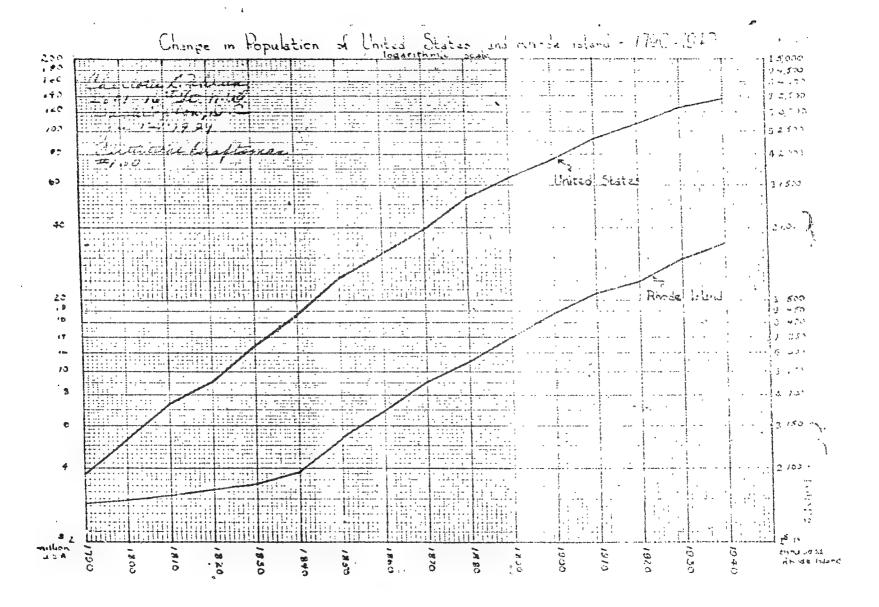


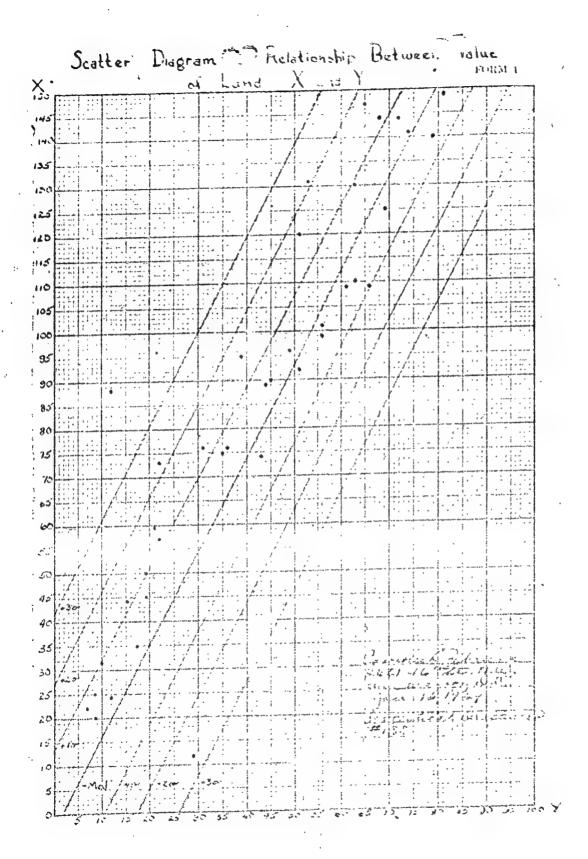


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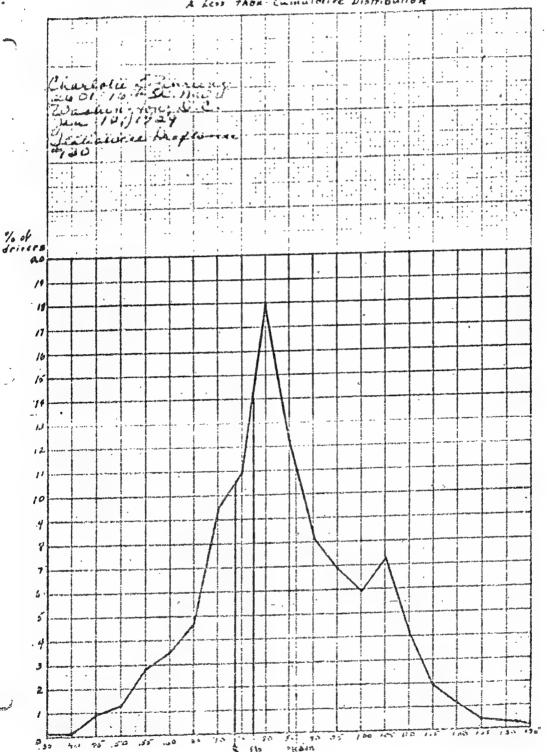
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26 ARE YOU A CITIZEN OF ON DO YOU OWE ALLEGIANCE TO THE UNI	rieb			36 DOES THE UNITED STATES GOVERNMENT EMPLOY IN A CIVILIAN CAPACITY					
27 APE YOU WIN OR HAVE YOU EVER BEEN, A MEMBER OF THE COMMUNICATIONS	rast	1-	_	OR HAVE LIVED WITHIN THE PAST IN MONTHS? If your answer is "Yes," show in Item 39 for EACH such relative (1) present address, (3) relationship; (4) Department or Agency by which employed, and (5) kind					
28 ARE YOU WIND OR HAVE YOU EVER BEEN, A MEMBER OF A PASCIST ORC ZATAMO	SAN.	-		SPECIAL INSTRUCTIONS FOR CLAIMING VETERAN PREFERENCE					
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